

AGENDA

THE TWENTIETH MEETING OF THE ONE HUNDRED AND FORTY-FOURTH COUNCIL OF THE CORPORATION OF THE CITY OF ST. THOMAS

May 6, 2024, 5:00 P.M.  
COUNCIL CHAMBERS/ZOOM

ROUTINE PROCEEDINGS AND GENERAL ORDERS OF THE DAY

- INDIGENOUS LAND ACKNOWLEDGEMENT
- DISCLOSURES OF INTEREST
- MINUTES
- DEPUTATIONS
- COMMITTEE OF THE WHOLE
- REPORTS OF COMMITTEES
- PETITIONS AND COMMUNICATIONS
- UNFINISHED BUSINESS
- NEW BUSINESS
- BY-LAWS
- PUBLIC NOTICE
- NOTICES OF MOTION
- CLOSED SESSION
- OPEN SESSION
- ADJOURNMENT

INDIGENOUS LAND ACKNOWLEDGEMENT

We acknowledge that the land on which we meet is the traditional territory of the Haudenosaunee, Anishinabek, Attiwonderonk (Neutral) and Mississauga peoples and is now home to many diverse First Nations, Inuit and Metis peoples.

We also recognize that this land is now home to the Munsee-Delaware Nation, Chippewas of the Thames First Nation and Oneida Nation of the Thames.

This land was settled through Treaty 2, the McKee Purchase Treaty of 1790, and we, as beneficiaries of the treaty recognize our collective responsibilities to the land and water.

	Pages
1. <u>DISCLOSURES OF INTEREST</u>	
2. <u>MINUTES</u>	
Confirmation of the minutes of the meeting held on May 15, 2024.	
3. <u>DEPUTATIONS</u>	
3.a <u>LemonAID Day - June 8, 2024</u>	5
Myles Proulx, Elgin Children's Foundation, and Suzie Dennis, Doug Tarry Homes will be in attendance to discuss the LemonAID day fundraiser on June 8th, 2024.	
4. <u>COMMITTEE OF THE WHOLE</u>	
Council will resolve itself into Committee of the Whole to deal with the following business.	
5. <u>STRATEGIC DIRECTION AND DEVELOPMENT</u>	
6. <u>UNFINISHED BUSINESS</u>	
7. <u>NEW BUSINESS</u>	
7.a <u>Committee of Adjustment - Minor Variance - PowerCo SE Site</u>	
Notice of a public meeting to take place by Zoom on May 9, 2024 at 10:00 a.m. has been received from the Committee of Adjustment for a minor variance by Robert Weggaesser, on behalf of PowerCo SE to permit buildings and construction cranes to penetrate the outer surface as defined in the City of St. Thomas Airport Zoning By-Law 36-2019 to a maximum elevation of 306 metres above sea level on the PowerCo SE site.	

7.b	<u>Committee of Adjustment - Minor Variance - 175 Manor Road</u> Notice of a public meeting to take place by Zoom on May 9, 2024 at 10:00 a.m. has been received from the Committee of Adjustment for a minor variance by Doug Tarry Limited to permit a maximum of 85 dwelling units per hectare whereas the maximum is 75 dwelling units per hectare on the property at 175 Manor Road.	
7.c	<u>Highbury Avenue Widening – Hydro One Easements</u> Report ID-17-24 of Senior Project Manager.	8
8.	<b><u>BUSINESS CONCLUDED</u></b>	
9.	<b><u>COMMUNITY ENGAGEMENT AND SERVICES</u></b>	
10.	<b><u>UNFINISHED BUSINESS</u></b>	
11.	<b><u>NEW BUSINESS</u></b>	
11.a	<u>Whistle Stop Bicycle Festival - Road Closure Request</u> Report ES-22-24 of the Supervisor of Roads and Traffic and the Manager of Transportation and By-Law.	21
12.	<b><u>BUSINESS CONCLUDED</u></b>	
13.	<b><u>INFRASTRUCTURE AND CIVIC OPERATIONS</u></b>	
14.	<b><u>UNFINISHED BUSINESS</u></b>	
15.	<b><u>NEW BUSINESS</u></b>	
15.a	<u>AccessAbility Open House – Free Transit</u> Report ES-25-24 of the Manager of Transportation and By-Law.	22
15.b	<u>Sick or Injured Skunks and Raccoons</u> Report ES-23-24 of the Manager of Transportation and By-Law.	23
15.c	<u>South Edgeware Booster Station – Tender Award</u> Report ID-18-24 of the Senior Project Manager.	25
15.d	<u>Industrial Development Update 3</u> Report ID-19-24 of the Engineer In Training.	27
16.	<b><u>BUSINESS CONCLUDED</u></b>	
17.	<b><u>CORPORATE GOVERNANCE AND ADMINISTRATION</u></b>	
18.	<b><u>UNFINISHED BUSINESS</u></b>	
19.	<b><u>NEW BUSINESS</u></b>	
19.a	<u>OMERS Participation By-Law Update</u> Report HR-02-24 of the Payroll Manager.	37
19.b	<u>Community Grants for May 2024,</u> Report TR-06-24 of the Director of Finance and City Treasurer.	38
20.	<b><u>BUSINESS CONCLUDED</u></b>	
21.	<b><u>REPORTS PENDING</u></b>	
22.	<b><u>COUNCIL</u></b> Council will reconvene into regular session.	
23.	<b><u>REPORT OF COMMITTEE OF THE WHOLE</u></b> <u>Strategic Direction and Development</u>  <u>Community Engagement and Services</u>  <u>Infrastructure and Civic Operations</u>  <u>Corporate Governance and Administration</u>  A resolution stating that the recommendations, directions and actions of Council in Committee of the Whole as recorded in the minutes of this date be confirmed, ratified and adopted will be presented.	
24.	<b><u>REPORTS OF COMMITTEES</u></b>	
24.a	<u>Heritage Alteration Permit - 492-496 Talbot Street</u> Report MHC-05-24 of the Acting Chair, Municipal Heritage Committee.	39

24.b	<u>Heritage Alteration Permit - 795 Talbot Street</u> Report MHC-04-24 of the Chair, Municipal Heritage Committee.	48
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25. **PETITIONS AND COMMUNICATIONS**

25.a	<u>"National AccessAbility Week" - May 26th to June 1st, 2024 - Proclamation and Flag Raising and "Red Shirt Day" - May 29th, 2024 - Proclamation</u> A letter has been received from Michelle Sylvester, Chair, St. Thomas Municipal Accessibility Advisory Committee, requesting that Council proclaim May 26th to June 1st, 2024 as "National AccessAbility Week" in the City of St. Thomas and that the accessibility flag be flown.  The flag raising is proposed for May 27th, 2024 at 10:00 a.m.  The letter further requests that Council proclaim May 29th as "Red Shirt Day" in the City of St. Thomas.	64
25.b	<u>"LemonAID Day" - June 8, 2024 - Proclamation</u> A letter has been received from Myles Proulx, Elgin Children's Foundation and Suzie Dennis, Doug Tarry Homes requesting that Council proclaim June 8, 2024 as "LemonAid Day" in the City of St. Thomas.	
25.c	<u>"World Elder Abuse Awareness Day" - June 15th, 2024 - Proclamation and Flag Raising</u> A letter has been received from Bonnie Rowe, Committee Coordinator, Elder Abuse Elgin requesting that Council proclaim June 15th, 2024 as "World Elder Abuse Awareness Day" in the City of St. Thomas and that the Elder Abuse Elgin flag be flown at City Hall during the week of June 10th to 16th, 2024.	65
25.d	<u>"Pride Week" - August 5th to 11th, 2024 - Proclamation and Flag Raising</u> A letter has been received from Maggie Scanlon, Member of Elgin County Pride requesting that Council proclaim August 5th to 11th, 2024 as Pride Week in the City of St. Thomas and that the Pride flag be flown for the week.  The flag raising is proposed for August 2, 2024 at 10:00 a.m.	67
25.e	<u>Club Champions Lounge Ltd. - 539 Talbot Street - Application for Liquor Licence</u> Application has been made to the Alcohol and Gaming Commission of Ontario by Club Champions Lounge Ltd. for a liquor licence for its indoor area at 539 Talbot Street. Council may make representation to the Commission concerning the application.	68
25.f	<u>Municipal Property Assessment Corporation - 2023 Annual Report, Performance Report and Financial Statements</u> A letter has been received from Alan Spacek, Chair, Municipality Property Assessment Corporation Board of Directors regarding the Corporation's 2023 Annual Report, available at <a href="https://annualreport.mpac.ca/2023-annual-report">https://annualreport.mpac.ca/2023-annual-report</a> and that the 2023 Performance Report is available at <a href="http://www.mpac.ca/en/News/PerformanceReport">www.mpac.ca/en/News/PerformanceReport</a> . Also provided are the 2023 Financial Statements.	70

26. **UNFINISHED BUSINESS**

27. **NEW BUSINESS**

28. **BY-LAWS**

Councillor Clarke

28.a	<u>First Reading</u>	
28.b	<u>Second Reading</u>	
28.c	<u>Third Reading</u> 1. A by-law to confirm the proceedings of the Council meeting held on May 6th, 2024.  2. A by-law to appoint a City Manager. (Michael Bradley - effective May 15th, 2024)  3. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and the Corporation of the Municipality of Central Elgin.	

(compensation - boundary adjustment)

- 4. A by-law to appoint an Area Weed Inspector to enforce the provisions of the Weed Control Act in the City of St. Thomas. (Kaity Veitch)
- 5. A by-law to amend By-Law 50-88, being the Zoning By-law for the City of St. Thomas. (Expansion of permitted commercial uses with site specific provisions to deal with parking regulations across the three lots - 1016-1020 Talbot Street - 1000359606 Ontario Inc. - File No. 2-02-24)
- 6. A by-law to authorize the Mayor and Clerk to execute and affix the Seal of the Corporation to a certain agreement between the Corporation of the City of St. Thomas and the Corporation of the Municipality of Central Elgin. (Central Elgin Planning Office services)

29. **PUBLIC NOTICE**

- 29.a AccessAbility Open House - June 1, 2024  
Notice is hereby provided of an AccessAbility Open House on Saturday, June 1, 2024 from 11:00 a.m. and 4:00 p.m. at the Joe Thornton Community Centre, 75 CASO Crossing to be hosted by the St. Thomas Municipal Accessibility Advisory Committee in partnership with the Elgin County-Central Elgin Joint Accessibility Advisory Committee.

89

30. **NOTICES OF MOTION**

31. **CLOSED SESSION**

A resolution to close the meeting will be presented to deal with a proposed or pending disposition of land, a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality, a matter of litigation or potential litigation and a personal matter about an identifiable individual.

- 31.a Section 239 2(c)
- 31.b Section 239 2(k)
- 31.c Section 239 2(e)
- 31.d Section 239 2(b)

32. **OPEN SESSION**

33. **ADJOURNMENT**

Mayor and Members of Council of City of St. Thomas  
PO Box 520  
545 Talbot Street  
St. Thomas, ON  
N5P 3V7

**APR 04 2024**

City Clerks Dept.

April 4th, 2024

**Re: Proclamation of June 8<sup>th</sup>, 2024 as LemonAID Day**

We are writing to request that you declare **June 8th as LemonAID Day** in St. Thomas, Elgin County.

LemonAID Day is a county-wide initiative spearheaded by a partnership between Doug Tarry Homes and the Elgin Children's Foundation. This initiative aims to transform neighborhoods across Elgin County into vibrant lemonade stands. These stands will not only provide refreshing drinks but also raise funds to support a worthy cause: sending deserving children connected with Family and Children's Services of St. Thomas and Elgin to camp.

Camp provides a safe and enriching environment where children can learn new skills, build friendships, and create lasting memories. Funds raised through LemonAID Day will directly benefit these children, allowing them to experience the joy and transformative power of camp.

Declaring June 8th as LemonAID Day would bring several benefits to our community:

- *Increased Community Engagement:* This event will encourage residents of all ages across Elgin County to participate, fostering a sense of togetherness and community spirit on a county-wide scale
- *Support for Local Children:* The funds raised through lemonade stands across the county will have a significant impact on the lives of deserving children in Elgin County by providing them with the opportunity to attend camp
- *Positive Youth Development:* LemonAID Day empowers young people across Elgin County to develop entrepreneurial skills, teamwork, and social responsibility

A city-wide declaration by St. Thomas is a powerful endorsement for LemonAID Day, generating significant media coverage and encouraging even greater participation throughout Elgin County. This will amplify the positive impact of the event, spreading awareness and boosting fundraising efforts for our local children.

We believe that LemonAID Day aligns with the City of St. Thomas' commitment to collaboration and promotion of initiatives that foster public health, while also aiming to enhance the well-being and



engagement of St Thomas youth. By taking the lead in this county-wide initiative, St. Thomas can demonstrate its leadership and commitment to the betterment of all Elgin County residents.

LemonAID Day is envisioned as a movement across a number of different communities in Southwestern Ontario, with lemonade stands popping up in neighborhoods across Ontario. We are also happy to present to the City Council to provide further details about LemonAID Day and its potential impact on our community. A presentation would allow us to answer any questions the Council may have and generate positive media attention, further amplifying the reach of LemonAID Day. Enclosed you will find an attachment we are handing out to sponsors regarding ways they can become involved.

Thank you for considering this request. I am confident that declaring June 8th as LemonAID Day will be a positive step for our entire Elgin County community.

Sincerely,

Myles Proulx

Community Engagement Advocate  
Family and Children's Services St. Thomas and Elgin

**Contact Information:**

Myles Proulx  
Elgin Children's Foundation

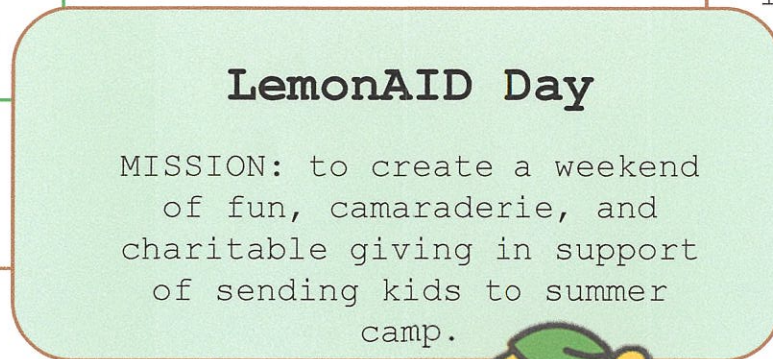
Email: [mproulx@caselgin.on.ca](mailto:mproulx@caselgin.on.ca)

Suzie Dennis  
Doug Tarry Homes

Email: [sdennis@dougarryhomes.com](mailto:sdennis@dougarryhomes.com)

Proudly partnering with:





**Empower Youth and Foster Connections:**

More than just a fundraiser, this is an opportunity to cultivate a vibrant community experience with lasting impacts

**Children:**

By operating a lemonade stand children develop valuable life skills including, responsibility, teamwork and entrepreneurship!

**Families:**

Provides families with a unique experience to bond with neighbours, create lasting memories, and foster a sense of community belonging




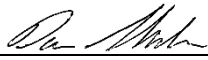
**Local Business:**

Support your community by sponsoring the event or hosting your own lemonade stand.



**Ways to participate:**

- **Host a lemonade stand** – Gather your family, friends, or colleagues and set up a lemonade stand. We provide free Lemonade Kits with everything you need to get started
- **Donate Supplies** – Help keep stands stocked by donating essential items like lemonade mix, cups, or jugs.
- **Spread the Word** – Share information about LemonAID Day for Camp within your network and encourage others to participate
- **Financial Support** – Any contribution will make a significant impact on sending deserving children to summer camp. Explore our sponsorship packages or make a one-time donation to support our cause.

		Report No. ID17-24
		File No.
Directed to: Mayor Joe Preston and Members of City Council		Meeting Date: May 6, 2024
Department: Industrial Development	Attachments (2): Offer to Grant Easements	
Prepared By: Patrick Anckaert, Senior Project Manager		
Subject: Highbury Avenue Widening – Hydro One Easements		
<p><b>Recommendation:</b></p> <p>THAT: Report ID17-24 relating to Highbury Avenue Widening – Hydro One Easements be received for information; and further,</p> <p>THAT: Council authorize the Mayor and Clerk to sign and execute the two enclosed Offer to Grant an Easement to Hydro One Networks Inc. documents.</p> <p><b>Origin:</b></p> <p>In March 2023 Volkswagen Group announced an electric vehicle (EV) battery manufacturing factory would be constructed in St. Thomas. As part of this project, it was agreed to widen Highbury to four (4) lanes.</p> <p><b>Analysis:</b></p> <p>Widening Highbury to four (4) lanes requires extensive utility relocations. To accelerate the project, the City offered utilities use of small sections of frontage of recently purchased property along the east side of Highbury. These properties are at 75 Highbury and 44072 Edgeware Line which is across from Dennis Road. Had the City not offered this land, the road would have to be shifted to the west and property purchased from private landowners.</p> <p>Hydro One took advantage of this offer and placed their infrastructure just onto City property. To protect their infrastructure from future incompatible land uses such as large signs or landscaping, it is desirable for both Hydro One and the City to enter into an easement agreement.</p> <p>The proposed conditions are as follows:</p> <ol style="list-style-type: none"><li>1. City allows Hydro One to place infrastructure on City land;</li><li>2. City allows Hydro One to enter onto said land for purposes of maintaining infrastructure;</li><li>3. City agrees to seek permission to build driveways, sewers, watermains etc. within the easement except in the case of an emergency;</li><li>4. Hydro One pays City \$255 / easement x 2 = \$510</li></ol> <p>It should be noted that consideration to convert this land into public right of way was given however should the lots be sold to developers, a Hydro Easement will offer the most flexibility.</p> <div> Patrick Anckaert, P.Eng. Senior Project Manager</div>		
Reviewed By:	<div> Ind. Dev</div> <div> Treasury</div> <div> Other</div>	
Approved By:	<div> City Manager</div>	

Page 8 of 89

**OFFER TO GRANT AN EASEMENT TO  
HYDRO ONE NETWORKS INC.  
(the "Agreement")**

We, THE CORPORATION OF THE CITY OF ST. THOMAS (the "**Transferor**"), being the owner(s) of PT LT 9 RANGE 1 N EDGEWARE RD YARMOUTH AS IN E291196 NW OF YM11154; ST. THOMAS as in PIN 35268-0146 (LT) (herein called the "**Lands**") in consideration of payment of the sum of **Five Dollars (\$5.00)** (the "**Offer Consideration**"), and other good and valuable consideration, the sufficiency of which consideration is hereby acknowledged, hereby covenants and agrees as follows:

1. (a) THE Transferor hereby grants to Hydro One Networks Inc. its successors and assigns (the "**Transferee**") the exclusive right, irrevocable during the periods of time below specified in paragraph 2, (the "**Offer**") to purchase, free from all encumbrances and upon the terms and conditions hereinafter set out, the perpetual rights, easements and privileges set out in the Transfer and Grant of Easement document (the "**Transfer of Easement**") annexed hereto as Schedule "B" (the "**Rights**") in, through, under, over, across, along and upon that portion of the above Lands as shown crosshatched on Schedule "A" hereto annexed (the "**Strip**").  
  
(b) THE Offer Consideration shall be paid by the Transferee to the Transferor within 30 days from the date the Transferor signs this Agreement.  
  
(c) THE purchase price for the Rights shall be the sum of **Two Hundred and Fifty-Five Dollars (\$255.00)** of lawful money of Canada to be paid by uncertified cheque, mailed to the Transferor after registration (the "**Purchase Price**").
2. THIS Offer may be accepted by the Transferee any time within One Hundred and Twenty (120) days from the date of this Agreement. If this Offer is not accepted within this time frame, this Agreement and everything herein contained shall be null, void and of no further force or effect. If this Offer is accepted by the Transferee in the manner aforesaid, this Agreement shall then become a binding contract between the parties, and the same shall be completed upon the terms herein provided for.
3. THE Transfer of Easement arising from the acceptance of this Offer shall be executed and delivered to the Transferor on or before the One Hundred and Eightieth (180<sup>th</sup>) day after the date of Transferee's acceptance of this Offer (the "**Closing**"), and time shall in all respects be of the essence hereof. In the event that a survey is not available by the One Hundred and Eightieth (180<sup>th</sup>) day after the date of the Transferee's acceptance of this Offer, the Transferee is entitled, upon written notice to the Transferor, to extend the Closing for up to an additional One Hundred and Eighty (180) days and time shall in all respects be of the essence hereof.
4. IF the Transferee accepts the Offer herein: a) the Transferor shall not grant or transfer an easement or permit, or create any encumbrance over or in respect of the Strip prior to registration of the Transfer of Easement, and b) the Transferee has permission to approach prior encumbrancers or any third parties who have existing interests in the Strip to obtain all necessary consents, postponements or subordinations (in registrable form) from all current and future prior encumbrancers and third parties, if necessary, consenting to this Transfer of Easement, and/or postponing their respective rights, title and interest so as to place such Rights and Transfer of Easement in first priority on title to the Strip.
5. THE Transferor covenants and agrees to instruct and authorize any and all encumbrancers, mortgagees and chargees of the Lands to execute the Transfer of Easement.

6. THE Transferor covenants and agrees with the Transferee that it has the right to convey the Rights without restriction and that the Transferee will quietly possess and enjoy the Rights and that the Transferor will execute upon request such further assurances of the Rights as may be requisite to give effect to the provisions of this Agreement.
7. AS of the date of the Transferee's acceptance of this Offer, the Transferor grants to the Transferee, in consideration of the Offer Consideration, free from all encumbrances, easements and restrictions the following unobstructed and exclusive rights, easements, rights of way, covenants, agreements and privileges in, through, under, over, across, along and upon the Strip:
  - (a) To erect, maintain, operate, repair, replace, relocate, upgrade, reconstruct and remove at any time and from time to time, an electrical transmission line or lines and communication line or lines consisting of **ALL NECESSARY** and **ALL NECESSARY** with all necessary guys, braces, wires, cables, underground cable and associated material and equipment and if applicable, pad-mounted equipment (all or any of which works are herein called the "**Line**");
  - (b) To erect, maintain and use such gates as the Transferee may from time to time consider necessary in any fences which are now or may hereafter be installed on the Strip by the Transferor;
  - (c) To enter on and mark the location of the Line under the Strip by suitable markers, but said markers when set in the ground shall be placed in fences or other locations which will not interfere with any reasonable use the Transferor shall make of the Strip;
  - (d) (i) To enter on and selectively cut trees and shrubs on the Strip and to keep it clear of all trees, shrubs and brush which may interfere with the safe operation and maintenance of the Line;  
  
(ii) To cut, prune and remove, if necessary, trees located outside the Strip whose condition renders them liable to interfere with the safe operation and maintenance of the Line;
  - (e) To enter on and conduct engineering and legal surveys in, on and over the Strip;
  - (f) To clear the Strip and keep it clear of all buildings, structures or other obstructions of any nature whatsoever (including septic systems, swimming pools and wading pools) including removal of any materials which in the opinion of the Transferee are hazardous to the Line. Notwithstanding the foregoing, in all cases where in the sole discretion of the Transferee the safe operation and maintenance of the Line is not endangered or interfered with, the Transferor from time to time or the person or persons entitled thereto, may with prior written approval of the Transferee, at the Transferor's own expense construct and maintain roads, lanes, walks, drains, sewers, water pipes, oil and gas pipelines and fences (not to exceed 2 metres in height) on or under the Strip or any portion thereof, provided that prior to commencing any such installation, the Transferor shall give to the Transferee 30 days' notice in writing so as to enable the Transferee to have a representative inspect the site and be present during the performance of the work and that the Transferor complies with any instructions that may be given by such representative in order that such work may be carried out in such a manner as not to endanger, damage or interfere with the Line. For clarity, the Transferor agrees it shall not, without the Transferee's consent in writing (not to be unreasonably withheld or delayed), change or permit the change of the existing configuration, grade or elevation of the Strip and the Transferor further agrees that no excavation or opening or work which may disturb or interfere with the existing surface of the Strip shall be done or made unless consent therefore in writing (not to be unreasonably withheld or delayed) has been obtained from Transferee. **Notwithstanding the foregoing, the Transferor shall not be required to provide 30 days'**

**notice or seek Transferee's prior consent in the event of an emergency. In such case, the Transferor will notify Transferee as soon as reasonably possible and will take all reasonable and necessary steps to safeguard the Line and to minimize impact on Transferee's use of the Strip, including but not limited to complying with all reasonable instructions provided by the Transferee;**

- (g) To enter on, to exit from and to pass and repass at any and all times in, over, along, upon, across, through and under the Strip and so much of the Lands as may be reasonably necessary, at all reasonable times, for the Transferee and its respective officers, employees, workers, permittees, servants, agents, contractors, subcontractors, with or without vehicles, supplies, machinery, plant, material and equipment of all purposes necessary or convenient to the exercise and enjoyment of the said Rights and easement subject to payment by the Transferee of compensation for any crop or other physical damage only to the Land caused by the exercise of this right of entry and passageway; and
  - (h) To remove, relocate and reconstruct the Line on or under the Strip, subject to payment by the Transferee of additional compensation for any damage caused thereby.
8. THIS Agreement and Grant of Easement Rights shall both be subject to the provisions of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended.
  9. THE Transferor represents and warrants and covenants that the Transferor is not now and on Closing will not be a non-resident of Canada within the meaning of the *Income Tax Act (Canada)* R.S.C. 1985, c.1 (5<sup>th</sup> Supp.), as amended.
  10. THE Transferor and Transferee acknowledge and agree that the grant of easement which is proposed under this Offer constitutes a purchase and sale transaction of an interest in real property, and therefore, in conformance with subsections 221(2) and 228(4) of the *Excise Tax Act* R.S.C. 1985, c E-15, as amended ("**the Act**"), the Transferee shall report and pay to the Receiver General for Canada the Harmonized Sales Tax ("**HST**") applicable to the purchase and sale of the Easement. For the purposes of this section 10, the Transferee warrants that it is an HST registrant in good standing under the Act, that its HST registration number is 870865821RT0001, and that it is acquiring the Easement for use primarily in the course of its commercial activities.
  11. ANY acceptance of this Offer, demand, notice or other communication shall be deemed to have been conclusively given in connection with this Agreement and shall be given in writing by personal delivery, by ordinary mail, by registered mail postage prepaid, by courier, by facsimile transmission, or by electronic delivery through email, addressed to the recipient as follows:

<b>To:</b>	<b>Transferor</b>	<b>Transferee</b>
	THE CORPORATION OF THE CITY OF ST. THOMAS	<b>Hydro One Networks Inc.</b>
Attention:	Patrick Anckaert	Laura Chisholm
Address:	545 Talbot Street, PO box 520 St Thomas Ontario N5P 3V7	185 Clegg Road Markham, ON L6G 1B7

Phone: 226-378-3671

289-556-7171

Email: panckaert@stthomas.ca

RealEstateZone2@hydroone.com

or to such other address, facsimile number, email address or individual as may be designated by notice given by either party to the other. Any acceptance of this Offer, demand notice or other communication shall be conclusively deemed to have been given when actually received by the addressee if communication is sent by personal delivery, facsimile or email or upon the fifth day of mailing where the communication is sent by ordinary mail, or the second day after mailing where the communication is sent by courier.

12. THE person(s) signing this Agreement on behalf of the Transferor corporation herein covenant and confirm that they are authorized to sign the Agreement on behalf of the Transferor, and have signed using the DocuSign and the DocuSign ID verification program to verify their identity as authorized signing officers of the Transferor for the purposes of carrying out the terms of this Agreement. The person(s) signing this Agreement on behalf of the Transferor confirm to the Transferee that the information set out below is true and correct, and that they are not misrepresenting their identity or position of authority to the Transferee.

Corporation Name:

Business Address:

Business Telephone #:

Corporation or Business Identification Number:

Place of Issuance of Number:

General Nature of Business:

	Signing Authority	Second Signing Authority [where necessary]
<b>Name</b>		
<b>Position</b>		
<b>Phone Number</b>		
<b>Address</b>		

13. THE Transferor hereby consents to the collection, use, disclosure and other handling of the information contained herein (and in particular, the information contained in Sections 11 and 12 above), by Hydro One Networks Inc. and Barriston LLP and their respective successors, assigns, employees, agents, officers, directors and service providers for purposes relating to the grant of easement by the Transferor to Hydro One Networks Inc. with respect to the Lands.
14. THE Transferor covenants and agrees that if and before the Transferor sells, transfers, assigns, disposes (or otherwise parts with possession) of all or part of the Lands to a third party (the “**Third Party**”) the Transferor shall advise the Transferee of the intended change forthwith and, where requested to do so by the Transferee, shall use best efforts to ensure that the Third Party assumes the burden and benefit of this Agreement, and agrees to be bound by it.

15. THE Transferor acknowledges that the Transferor is entitled to consult with an independent solicitor of the Transferor's choice prior to accepting this Offer. Further, the Transferor acknowledges that they may retain independent legal representation for the purposes of the registration of the Transfer of Easement (the "**Transaction**"). In accepting this Offer the Transferor acknowledges they have had the opportunity to seek independent legal advice, and either has done so or has chosen not to do so.

**15. Independent Legal Advice and Legal Representation Acknowledged**

Transferor Initials

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16. THE Transferor acknowledges and agrees that it has elected to allow Barriston LLP or such other lawyer or law firm as the Transferee designates in writing, (the "**Transferee's Solicitor**") to act as a registering agent for the Transferor as follows:

**16. Transferee's Solicitor Not Acting As Solicitor for Transferor Initials**

(a) THE Transferor acknowledges being advised that the Transferee's Solicitor is not entering into a solicitor-client relationship with the Transferor and is NOT representing the Transferor, solely or jointly with the Transferee, for the purposes of the registration of the Transfer or Easement.

Transferor Initials

--	--

(b) THE Transferor further acknowledges that the Transferee's Solicitor is acting for the Transferor solely for the purposes of the Transaction as a registering agent and has not acted for the Transferor in any respect in connection with the preparation, negotiation or completion of the Transfer of Easement or otherwise.

17. THE Transfer of Easement and all ancillary documents necessary to register same on title shall be prepared by and at the expense of the Transferee and shall be in the form annexed as Schedule "B". The following covenants, acknowledgments and agreements shall apply:

**17. Acknowledgement and Direction to Transferee's Solicitor to Register Easement**

(a) THE Transferor hereby covenants and agrees that the Transferee may, at its option, register this Agreement or Notice thereof, and the Transfer of Easement on title to the Lands, and the Transferor hereby covenants and agrees to execute, at no further cost or condition to the Transferee, such other instruments, plans and documents and provide any such information as may reasonably be required by the Transferee to effect registration of this Agreement or Notice thereof prior to closing and the Transfer of Easement at any time hereafter. The Transferor further acknowledges that the Transfer of Easement document has been explained to him/her/them and further acknowledges that it is understood that the Transferor is bound by the terms and provisions of the Transfer of Easement documents to the same extent as if the Transferor signed the documents.

Transferor Initials

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(b) THE Transferor further acknowledges and agrees that the Transferee and/or the Transferee's agent or employee or the Transferee's Solicitor, including Barriston LLP, are authorized and directed to sign, deliver, and/or register electronically or otherwise on the Transferor's behalf a Transfer of Easement in accordance with the terms of this Offer and in accordance with a Reference Plan. The Transferee or the Transferee's Solicitor will send said Reference Plan along with a copy of the Transfer of Easement document to the Transferor prior to registration. Absent a written objection to the Reference Plan or Transfer Easement In Preparation document from the Transferor received by the Transferee or the Transferee's Solicitor within Fourteen (14) Days of the date the Plan was sent, the

Transferee or the Transferee's Solicitor shall be entitled to proceed with registration in accordance with the terms of this Agreement.

18. ALL covenants herein contained shall be construed to be several as well as joint, and wherever the singular and the masculine are used in this Agreement, the same shall be construed as meaning the plural or the feminine or neuter, where the context or the identity of the Transferor/Transferee so requires.
19. THE burden and benefit of this Agreement shall run with the Strip and the works and undertaking of the Transferee and shall be binding upon and enure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns.
20. THIS Agreement may be executed in one or more counterparts, each of which shall be deemed an original and together shall constitute one and the same agreement. Counterparts may be executed either in original or by electronic means, including, without limitation, by facsimile transmission, e-signature and by electronic delivery in portable document format (".pdf") or tagged image file format (".tif") and the parties shall adopt any signatures received by electronic means as original signatures of the parties.

**IN WITNESS WHEREOF** the Transferor has hereunto set his/her/their hands and seal to this Agreement or has executed this Agreement in electronic form using DocuSign, effective as of the date of last Transferor signature.

**SIGNED, SEALED AND DELIVERED**

)  
)  
) **X**

\_\_\_\_\_  
**I have the authority to bind the Corporation.**

**Print Name:**  
**Print Title:**  
**Date:**

**Second Signing Officer [Where Necessary]**  
)  
)  
) **X**

\_\_\_\_\_  
**I have the authority to bind the Corporation.**

**Print Name:**  
**Print Title:**  
**Date:**

TRANSFeree ACCEPTANCE:

Hydro One Networks Inc. hereby accepts the above Offer and covenants, promises and agrees to and with the Transferor to duly carry out the same on the terms and conditions above mentioned.

Dated and accepted as at this

**HYDRO ONE NETWORKS INC.**

Per: \_\_\_\_\_

Name:

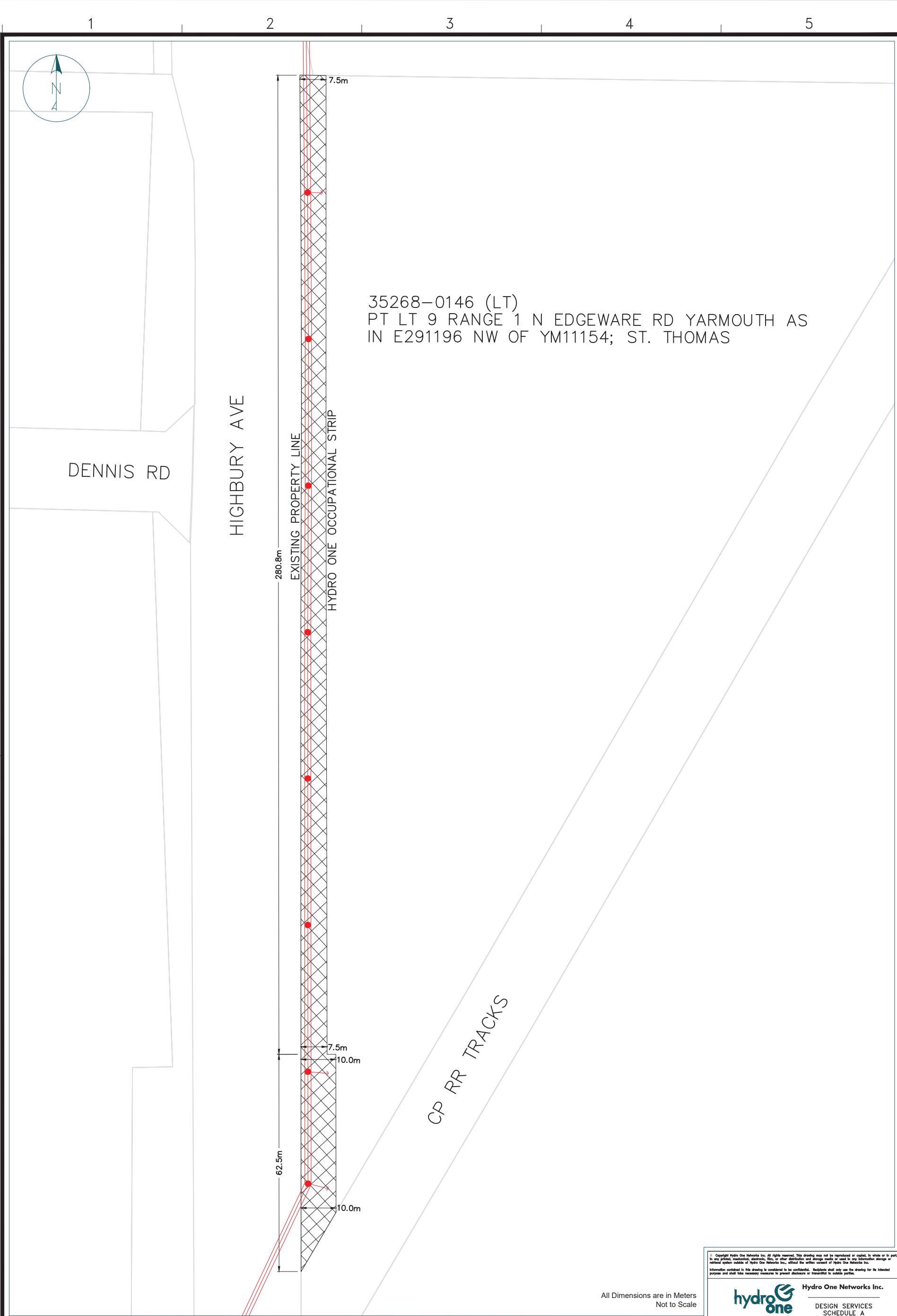
Title:

I have authority to bind the Corporation.

**SCHEDULE “A”**

Please see attached.

TITLE BLOCK REV 03 - JUNE 2023



**LINETYPES**

OVERHEAD - 1PH	UNDERGROUND - 1PH
OVERHEAD - 2PH	UNDERGROUND - 2PH
OVERHEAD - 3PH	UNDERGROUND - 3PH
OVERHEAD - Sec.	UNDERGROUND - Sec.
OVERHEAD - Priv. 1PH	UNDERGROUND - Priv. 1PH
OVERHEAD - Priv. 2PH	UNDERGROUND - Priv. 2PH
OVERHEAD - Priv. 3PH	UNDERGROUND - Priv. 3PH
SUB - 1PH	UNDERGROUND - Priv. Sec.
SUB - 2PH	
SUB - 3PH	

**COLOR SCHEME**

Existing	Hydro One Only
Hydro One or Contractor	Work by Others (Bell/LDC)
Work by Customer	

**SYMBOLS**

PROPOSED POLE - Wood, Composite, Steel, Joint Use/Customer

EXISTING POLE - Wood, Composite, Steel, Joint Use/Customer

O/H - U/G TRANSITION (DIP/RISER) - Primary, Secondary

ANCHORS/DOWN GUY - Hydro, Private/Joint Use, Push Pole

**WORK LOCATION**

UNDERGROUND VAULT - 1PH, 3PH

UG TRANSFORMER - 1PH, 1PH PVT, Transclosure

UG TRANSFORMER - 3PH

KIOSK - 1PH, 3PH

SECONDARY JUNCTION - Vault, Pedestal

REMOVAL

EASEMENT AREA - Dimensions ±10% (pending final survey)

**LEGEND**



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**hydro one** Hydro One Networks Inc.

DESIGN SERVICES  
SCHEDULE A

Owner Name :  
THE CORPORATION OF THE CITY OF ST. THOMAS

Owner Signature : \_\_\_\_\_

Owner Name : \_\_\_\_\_

Owner Signature : \_\_\_\_\_

Prepared By :  
CRAIG NORTON (ADET)

PIN :  
35268-0146 (LT)

The location of the new or existing poles and anchors may not be exact. The stake marks the final location.

schedule 'A'  
property easement sketch

## SCHEDULE "B"

### INTEREST / ESTATE TRANSFERRED – EASEMENT IN GROSS

1. We, THE CORPORATION OF THE CITY OF ST. THOMAS (the "**Transferor**"), being the owner(s) of PT LT 9 RANGE 1 N EDGEWARE RD YARMOUTH AS IN E291196 NW OF YM11154; ST. THOMAS as in PIN 35268-0146 (LT) hereby grants to Hydro One Networks Inc. (herein called the "**Transferee**"), its successors and assigns, the exclusive, perpetual rights, easements, rights of way, covenants, agreements and privileges as herein set out in, through, under, over, across, along and upon that portion of the Lands more particularly described as Parts on Plan (the "**Strip**"):
  - (a) To erect, maintain, operate, repair, replace, relocate, upgrade, reconstruct and remove at any time and from time to time, an electrical transmission line or lines and communication line or lines consisting of **ALL NECESSARY** and **ALL NECESSARY** with all necessary guys, braces, wires, cables, underground cable and associated material and equipment and if applicable, pad-mounted equipment (all or any of which works are herein called the "**Line**");
  - (b) To enter on and erect, maintain and use such gates as the Transferee may from time to time consider necessary in any fences which are now or may hereafter be installed on the Strip by the Transferor;
  - (c) To enter on and mark the location of the Line under the Strip by suitable markers, but said markers when set in the ground shall be placed in fences or other locations which will not interfere with any reasonable use the Transferor shall make of the Strip;
  - (d)
    - (i) To enter on and selectively cut trees and shrubs on the Strip and to keep it clear of all trees, shrubs and brush which may interfere with the safe operation and maintenance of the Line;
    - (ii) To cut, prune and remove, if necessary, trees located outside the Strip whose condition renders them liable to interfere with the safe operation and maintenance of the Line;
  - (e) To conduct engineering and legal surveys in, on and over the Strip;
  - (f) To clear the Strip and keep it clear of all buildings, structures or other obstructions of any nature whatsoever (including septic systems, swimming pools and wading pools) including removal of any materials which in the opinion of the Transferee are hazardous to the Line. Notwithstanding the foregoing, in all cases where in the sole discretion of the Transferee the safe operation and maintenance of the Line is not endangered or interfered with, the Transferor from time to time or the person or persons entitled thereto, may with prior written approval of the Transferee, at the Transferor's own expense construct and maintain roads, lanes, walks, drains, sewers, water pipes, oil and gas pipelines and fences (not to exceed 2 metres in height) on or under the Strip or any portion thereof, provided that prior to commencing any such installation, the Transferor shall give to the Transferee 30 days' notice in writing so as to enable the Transferee to have a representative inspect the site and be present during the performance of the work and that the Transferor complies with any instructions that may be given by such representative in order that such work may be carried out in such a manner as not to endanger, damage or interfere with the Line. For clarity, the Transferor agrees it shall not, without the Transferee's consent in writing (not to be unreasonably withheld or delayed), change or permit the change of the existing configuration, grade or elevation of the Strip and the Transferor further agrees that no excavation or opening or work which may disturb or interfere with the existing surface of the Strip shall be done or made unless consent therefore in writing (not to be unreasonably withheld or delayed) has been obtained from Transferee. **Notwithstanding the foregoing, the Transferor shall not be required to provide 30 days'**

**notice or seek Transferee's prior consent in the event of an emergency. In such case, the Transferor will notify Transferee as soon as reasonably possible and will take all reasonable and necessary steps to safeguard the Line and to minimize impact on Transferee's use of the Strip, including but not limited to complying with all reasonable instructions provided by the Transferee;**

- (g) To enter on, to exit from and to pass and repass at any and all times in, over, along, upon, across, through and under the Strip and so much of the Lands as may be reasonably necessary, at all reasonable times, for the Transferee and its respective officers, employees, workers, permittees, servants, agents, contractors, subcontractors, with or without vehicles, supplies, machinery, plant, material and equipment of all purposes necessary or convenient to the exercise and enjoyment of the said Rights and easement subject to payment by the Transferee of compensation for any crop or other physical damage only to the Land caused by the exercise of this right of entry and passageway; and
  - (h) To remove, relocate and reconstruct the Line on or under the Strip, subject to payment by the Transferee of additional compensation for any damage caused thereby.
- 2. This Transfer of Easement shall be subject to the *Planning Act*, R.S.O. 1990, c. P. 13, as amended.
  - 3. This Transfer of Easement is given for the purpose of an electricity distribution or electricity transmission line within the meaning of Part VI of the *Ontario Energy Board Act, 1998*, S.O. 1998, c. 15. Sched B, as amended.
  - 4. The Transferor agrees that notwithstanding any rule of law or equity, the works installed by the Transferee shall at all times remain the property of the Transferee, notwithstanding that such works are or may become annexed or affixed to the Strip and shall at any time and from time to time be removable in whole or in part by Transferee
  - 5. No waiver of a breach or any of the covenants of this grant of Rights shall be construed to be a waiver of any succeeding breach of the same or any other covenant.
  - 6. All covenants herein contained shall be construed to be several as well as joint where the context or the identity of the Transferor/Transferee so requires.
  - 7. The burden and benefit of this Transfer of Easement shall run with the Strip and the works and undertaking of the Transferee and shall be binding upon and enure to the benefit of the parties hereto, and their respective heirs, executors, administrators, successors and assigns.

**Directed to:** Mayor Joe Preston and Members of City Council

**Meeting Date:**  
May 6, 2024

**Department:** Environmental Services

**Prepared By:** Darren Harvey, Supervisor of Roads & Traffic

**Attachment**

**Subject:** Whistle Stop Bicycle Festival - Road Closure Request

**Recommendation:**

- THAT: Report ES-22-24 Whistle Stop Bicycle Festival - Road Closure Request be received for information, and further;
- THAT: Council authorize the temporary closure of Curtis Street between Mondamin Street and St. Catharine Street on Saturday, May 25, 2024, between the hours of 11:00am and 4:00pm to allow for the Whistle Stop Bicycle Festival, and further;
- THAT: Access for emergency vehicles be maintained at all times through the closures.

**Background:**

A special event permit application was received from the organizers of the Whistle Stop Bicycle Festival. This event requires the closure of Curtis Street between Mondamin Street and St. Catharine Street on Saturday, May 25, 2024 between the hours of 11:00am and 4:00pm to accommodate the festivities. The special events committee passed a resolution on March 6, 2024 giving support for the event subject to all requirements being met.

Event organizers will coordinate with City staff to set up and take down all required traffic signs and road closure devices.



**Financial Impact:**

Costs associated with the recommendation of this report can be accommodated within the 2024 Environmental Services Operating Budget.


Respectfully,




Darren Harvey  
Supervisor of Roads & Traffic



Matthew Vriens,  
Manager of Transportation & By-law

**Reviewed By:**   
City Engineer

**Approved By:**   
City Manager

**Directed to:** Mayor Joe Preston and Members of City Council

**Meeting Date:**  
May 6, 2024

**Department:** Environmental Services

**Prepared By:** Matthew Vriens, Manager of Transportation & By-Law

**Attachment**

**Subject:** AccessAbility Open House – Free Transit

**Recommendation:**

THAT: Report ES25-24 relating to AccessAbility Open House – Free Transit be received for information, and further;

THAT: Council waive the transit fare for riders traveling to and from the Accessibility Open House at Joe Thornton Community Centre on Saturday June 01, 2024.

**Background:**

Staff received a request from the St. Thomas Municipal Accessibility Advisory Committee requesting free transit for riders attending the 2024 AccessAbility Open House.

The 2024 AccessAbility Open House will be held at the Joe Thornton Community Centre on Saturday June 01, 2024 from 11:00am to 4:00pm. This event is being hosted by the St. Thomas Municipal Accessibility Advisory Committee, in partnership with the Elgin County-Central Elgin Joint Accessibility Advisory Committee.

People attending the AccessAbility Open House will need to utilize Caso Crossing from Talbot Street between 1:30pm-3:30pm to access the Joe Thornton Arena due to the south access point to the Joe Thornton Arena being closed to facilitate the Mocha Shriner Spring Ceremonial previously approved through Report ES16-24.

Existing Conventional Transit routes will collect riders from throughout the City to the Transit Hub at Smart Centre. Event participants would then transfer to Route 2 (Hospital) which has a stop at the Joe Thornton Community Centre. A transit detour will be posted for Route 2 (Hospital) south of the Joe Thornton Community Centre due to road reconstruction and road closures for the Mocha Shiners Spring Ceremonial.

Parallel Transit and On-Demand trips can also be booked through the “RCT OnDemand” app or by calling 519-631-0001, up to 14 days in advance.




**Financial Impact:**

An estimated reduction of \$250 in fare revenue is anticipated with this request which would be covered through the 2024 Environmental Services Operating Budget

Respectfully,



Matthew Vriens,  
Manager of Transportation & By-law

**Reviewed By:**  \_\_\_\_\_  
City Engineer

**Approved By:**  \_\_\_\_\_  
City Engineer

**Directed to:** Mayor Joe Preston and Members of City Council

**Meeting Date:**  
May 6, 2024

**Department:** Environmental Services

**Prepared By:** Matthew Vriens, Manager of Transportation & Bylaw

**Attachment**

**Subject:** Sick or Injured Skunks and Raccoons

**Recommendation:**

THAT: Report ES23-24 Sick or Injured Skunks and Raccoons be received for information, and further;

THAT: Council direct staff to proceed with Option #2 of picking up sick or injured skunks and raccoons on both public and private lands within the City of St. Thomas.

**Background:**

In 2020 staff submitted Report ES35-20 in response to a letter received from Another Chance Wildlife Rescue regarding assistance in dealing with sick or injured skunks and raccoons in the City of St Thomas. At that time, City Animal Services staff would only pick up sick or injured raccoons on City property and would contact an Authorized Wildlife Rehabilitator to pick up sick or injured skunks on City property. Skunks or raccoons on private property remained the responsibility of the property owner to contact a pest control company to have removed at their own expense, or to contact an Authorized Wildlife Rehabilitator to remove a sick or injured skunk or raccoon from their property.

As a result of Report ES35-20, Council directed staff to pay for the cost of euthanasia, as recommend by a veterinarian, for any sick or injured skunks or raccoons picked up on public or private property by an Authorized Wildlife Rehabilitator.

Recently, local Authorized Wildlife Rehabilitators have reached out to City staff inquiring if City services could be expanded to also pick up sick or injured skunks. Authorized Wildlife Rehabilitators are regulated by the Ministry of Natural Resources and Forestry (MNRF), but do not receive any financial support, relying on public donations to provide their services. Their mandate is to rescue, rehabilitate, and release orphaned, injured, or ill native wildlife and to provide wildlife education to the public. Currently our local Authorized Wildlife Rehabilitators make every effort to assist the public when dealing with skunks or raccoons with distemper, however given the volunteer structure of their organization and due to the current rapid spread of distemper Authorized Wildlife Rehabilitator services have become challenged.

**Analysis:**

Distemper typically spreads between May and November each year with the number of cases reducing during the colder months, however the recent mild winter has led to a sustained level of spread that has continued into this Spring. Local Authorized Wildlife Rehabilitators have already picked up 45 sick or injured skunks in the first quarter of 2024 compared to 7 for the full year of 2023 and 10 for the full year of 2022. They have also picked up 12 sick or injured raccoons in the first quarter of 2024 while City Animal Services has picked up 17 sick or injured raccoons from City property in the first quarter of 2024.

Considering the recent increase in distemper cases, local Authorized Wildlife Rehabilitators have reported this outbreak to the Canadian Wildlife Health Cooperative, who will be doing more testing of wildlife in the area. City staff have also been working with the MNRF to have some raccoons that were euthanized tested for rabies. According to the MNRF only bats and one mink have tested positive for rabies in Elgin County since 1996.

Canine distemper, commonly called distemper, is a disease caused by the highly contagious canine distemper virus which infects the respiratory tract, the gastrointestinal tract, the spinal cord, and the brain. Distemper has been present in Ontario for at least 60 years and is common and widespread in wildlife in Ontario, infecting animals such as coyotes, foxes, wolves, mink, skunks, raccoons, domestic dogs, and ferrets.

Distemper is highly contagious and transferred through inhalation. This can include direct contact with an infected animal feces, airborne droplets, and bodily fluids such as saliva. Symptoms include, but are not limited to:

- Discharge from the eyes and nose
- Walking as though they are on hot stones and/ or falling over or circling
- Glowing green eyes

- Seizures and foaming at the mouth
- Disoriented, lethargic, and overall loss of aggression
- May approach people or curl up to sleep in an open area

The canine distemper virus does not cause illness in humans, but humans can spread the virus to animals such as domestic dogs. Domestic cats can contract the virus, but they are usually asymptomatic meaning they can carry the virus, but they do not become sick. To protect your pets:

- Keep pet vaccinations for distemper and rabies up to date
- Supervise pets while you are outdoors and prevent them from interacting with wildlife
- Maintain a safe distance from wild animals and unfamiliar domestic animals



To help prevent the spread of this disease and in the interest of public safety, these animals should be removed and euthanized. The following two options are provided for Councils consideration:

Option #1

- Make no changes and leave as status quo. City Animal Services staff would continue to pick up sick or injured raccoons on City property but would continue to contact an Authorized Wildlife Rehabilitator to pick up sick or injured skunks on City property. Property owners would continue to contact an Authorized Wildlife Rehabilitator to address sick or injured skunks or raccoons on private property. The City would continue to pay the cost for euthanasia, as recommend by a veterinarian, for any sick or injured skunks or raccoons picked up on public or private property by an Authorized Wildlife Rehabilitator. Skunks or Raccoons that are acting normal or appear healthy are not picked up. There are no additional costs with this option.

Option #2

- Expand City Animal Services to pick up sick or injured skunks and raccoons on public or private property within the City. Property owners could contact City Animal Services to pick up sick or injured skunks and raccoons at no cost to the property owner. The City would not pick up any skunks or raccoons that are acting normal or appear healthy. Skunks or raccoons located within or under a private structure would continue to be the responsibility of the property owner to contact a pest control company to remove at their own expense. This option of expanding City Animal Services would cost approximately \$10k to \$20k a year depending on the number of sick or injured skunks and raccoons picked up from private property.

Financial Impact:

The costs associated with Option #2 is not currently included in the 2024 Environmental Services Operating Budget but can be recovered through operational savings from other line items within the 2024 budget. If Option #2 is approved, the associated costs would be added to the Environmental Services Operating Budget in 2025.

Respectfully,

Matthew Vriens,  
Manager of Transportation & By-law

Reviewed By:                                                                                                           
City Engineer                      Treasurer

Approved By:                       
City Manager

Directed to: Mayor Joe Preston and Members of City Council

Meeting Date:  
May 6, 2024

Department: Industrial Development

Attachment

Prepared By: Nathan Bokma, P. Eng.  
Senior Project Manager

Subject: South Edgeware Booster Station – Tender Award

Recommendation:

- THAT: Report ID-18-24 relating to *South Edgeware Booster Station – Tender Award* be received for information; and further,
- THAT: Council award the *South Edgeware Booster Station – Tender Award* to Hayman Construction Inc. in the amount of \$14,320,000.00, excluding HST.

Background:

In March 2023, Volkswagen Group announced an electric vehicle (EV) battery manufacturing factory would be constructed in St. Thomas. One of the major project deliverables is a new water booster station that will provide the required water volume and pressure to the PowerCo site and the Yarmouth Yards Industrial Park. The South Edgeware Booster Station (SEBS) will be located at 490 South Edgeware Road on the Elgin Middlesex Pumping Station site.

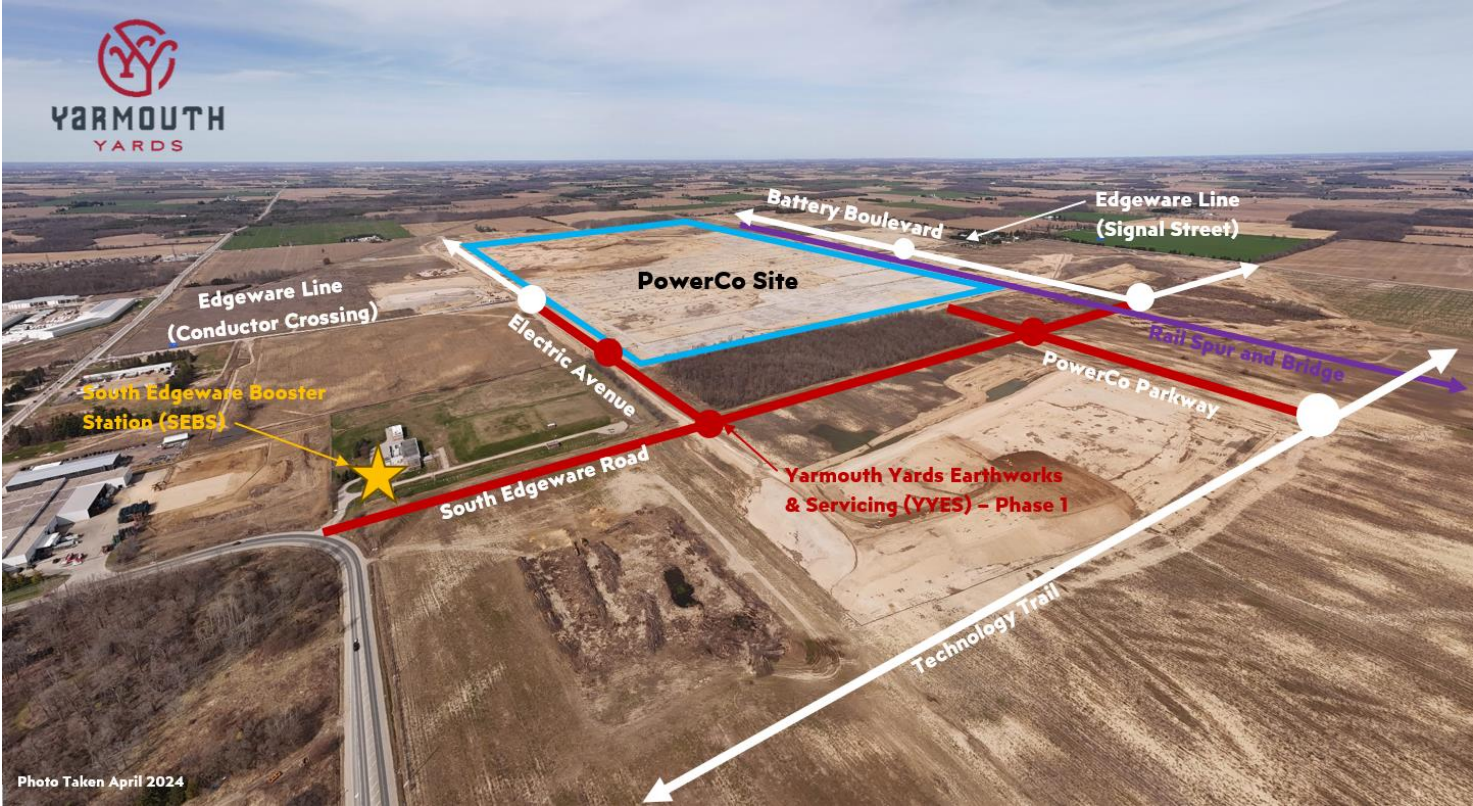


Figure 1: Major Projects within the Yarmouth Yards Industrial Subdivision

The project design was completed by Arcadis with oversight and direction provided by City staff. The scope includes the construction of a new water booster station building, 4 new pumps and the pumps’ associated electrical and mechanical ancillaries as provided by Gorman-Rupp, electrical equipment such as a 200kW generator and 2.5MVA transformer, and 3 new watermains that connect to the Yarmouth Yards Industrial Park, the City of St. Thomas Water Distribution System, and the St. Thomas Area Secondary Water Supply System. The following pictures highlight the proposed work area.



Figure 2: Rendering of SEBS Building

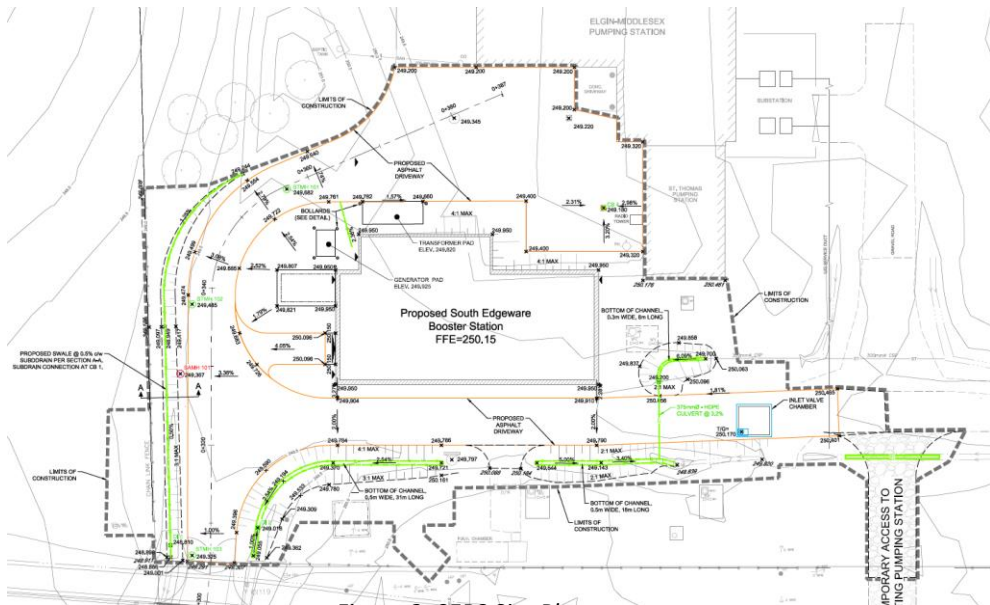


Figure 3: SEBS Site Plan

**Analysis:**

A request for pre-qualification was carried out in advance of the tender and seven (7) contractors were selected to bid. Request for Tender 2024-021 was posted on the City’s electronic bid portal [stthomas.bidsandtenders.ca](http://stthomas.bidsandtenders.ca) on April 5, 2024. The Tender closed April 25, 2024, at 2:00 p.m. Bids were received from the following companies:

Bidder		Contract Price (Excludes HST)
1	Hayman Construction Inc.	\$14,320,000.00
2	BGL Contractors Corp	\$15,699,486.00
3	Birnam Excavating Ltd.	\$17,771,061.29

All bids were found to be compliant. The project is expected to start in late May following Tender Award and receipt of required documentation. The project is anticipated to be substantially complete on July 4, 2025.

As per Council Report 09-24, Arcadis will be performing the contract administration and site inspection services for the Rail Spur and Bridge project. Arcadis has vast knowledge and experience with this project and surrounding activities on the site to provide a strategic and cost-effective approach to managing this project as directed by City staff.


**Financial Considerations:**

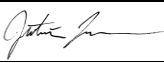

City received good interest in this tender call with 3 submitted bids. The table below summarizes the anticipated expenditures and funding details.


	Expenditures	Funding
Base Contract	\$14,320,000.00	
Contingency	\$1,000,000.00	
Project Expenditures <sup>1</sup>	\$450,000.00	
Sub Total	\$15,770,000.00	
Net HST (1.76%)	\$277,552.00	
Total Commitment	\$17,820,100.00	
Allocated Funding		\$18,000,000.00

<sup>1</sup> Includes Construction Administration and Inspection, Geotechnical Investigation/Quality Control.

The pricing received represents good value and falls within the allocated budget. As a result, staff recommended proceeding.

Respectfully,  
  
Nathan Bokma, P. Eng.  
Senior Project Manager – Industrial Development

Reviewed By:  Ind. Dev.  Treasury

Approved By:   
City Manager

Directed to: Mayor Joe Preston and Members of City Council

Meeting Date:  
May 6, 2024

Department: Industrial Development  
Prepared By: Meredith Woodhouse, EIT

Attachment

Subject: Industrial Development Update 3

Recommendation:

THAT: Report No. ID 19-24 relating to Industrial Development Update 3, be received for information.

Origin:

The purpose of this report is to provide a third update on the Industrial Development work. Please reference council Report No. ID10-23 for the previous Industrial Development Update.

The City, with support and direction from City Council, are managing this mega project via an internal leadership team composed of Sandra Datars-Bere, Sean Dyke, Jeff Bray, Lou Pompilii, Mike Kerkvliet, Amanda Koning, Dan Sheridan, Kevin De Leebeeck, and Sarah Noble. The dedicated and on-site Industrial Development team consists of Justin Lawrence, Patrick Anckaert, Nathan Bokma, Michael Brix and Meredith Woodhouse.

The external partners include the Ministry of Economic Development, Job Creation and Trade (MEDJCT), Infrastructure Ontario (IO), Hydro One Network Inc. (HONI), Ministry of Transportation (MTO), Ministry of Municipal Affairs and Housing (MMAH), Ministry of Environment, Conservation, and Parks (MECP), CN, and many more.

Analysis:

City staff have been working closely with our external partners, consultants, and contractors to successfully keep the project moving forward under its accelerated timeline. In general, the project is on time and all challenges are being resolved. See below series of photos that show project progress.

Green indicates on schedule, yellow indicates concern and red indicates behind schedule.

Table 1 – Project Status

Project	2023				2024				2025				2026			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Site Prep. & Investigations (Geotech, Arch, Survey, Natural Environment, Demolition)																
Planning and Zoning																
Site Grading (IO)																
Power CO Truck / Car Parking & Temp. Staging																
EV Battery Factory Buiding Construction (VW)																
Industrial Subdivision (Roads, Sanitary, Storm & Water)																
Major Arterial Road																
Rail Spur & Yard																
Hydro Transmission and Substaion (HONI)																
IT (Fibre) & Hydro Distribution																
South Edgware Booster Station																
Highway 3 Twinning & Interchange Work (MTO)																
Highbury Widening & Realignment																
Waste Reclamation Facility (Inc. Pumping Station, Forcemain & Trunk Sewer)																
Volkswagen Training Center Building (IO)																
Burwell Road Fire Station Expasion & Foam Truck																
Temporary Office for PowerCo																
Transit Enhancements																
Environmental Remediation (Tree Planting, Bat & Woodpecker Boxes, Erosion/Sediment Control)																

Notes:

1. IO – Infrastructure Ontario, VW – Volkswagen, HONI – Hydro One Networks Inc., MTO – Ministry of Transportation of Ontario.

2. Hwy 3 Twinning and Interchange Work & Wastewater Treatment Plant are anticipated to finish Q2 2029 and Q3 2028 respectively.

Yarmouth Yards Overview



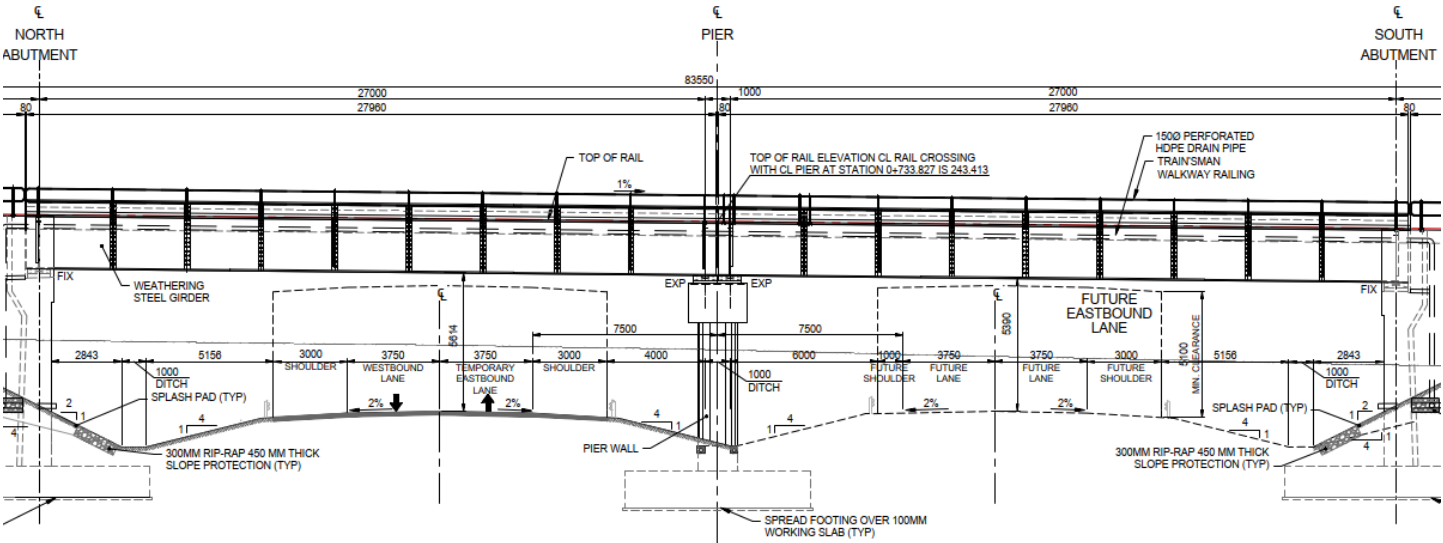
PowerCo Site Earthworks Phase 3, Looking West - April 2024



PowerCo Site Earthworks Phase 3, Looking North-West – Phase 1, 2 & South Parking Lot Completed



Rail Spur Mobilization, Looking North-West – April 2024



**Bat Box Installation – April 2024**



***Bat Box Installation – Rocket Box and Nursery Box***



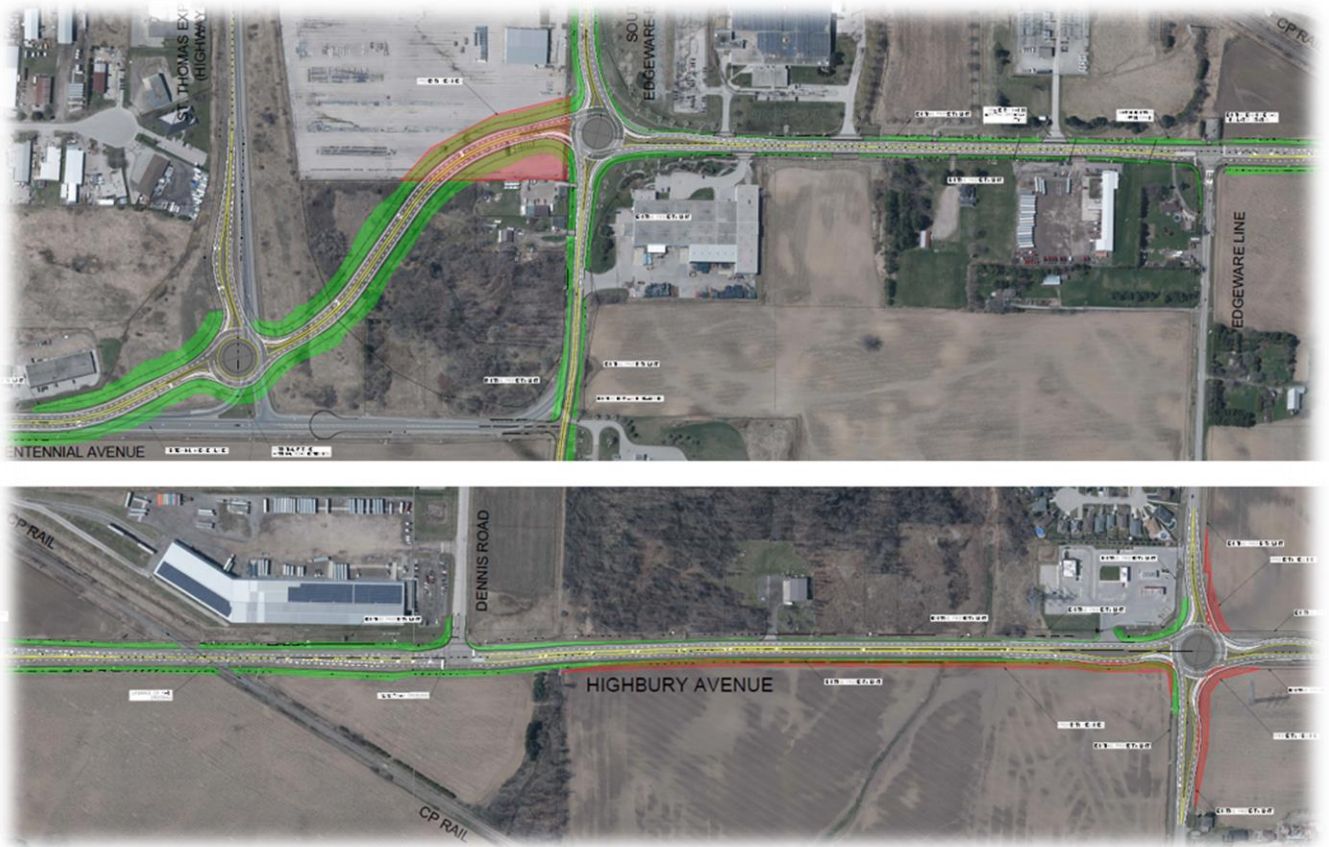
Woodpecker Habitat – April 2024  
Natural & Man-Made



Installation of Temperature Trackers for Monitoring & Research



**Highbury Avenue Widening Project – Layout Drawing**



***Highbury Avenue & Ron McNeil Line, Looking South-East - New Power/Telecommunications Poles & Lines  
April 2024***



***Hydro One Working On-Site – April 2024***



*Highbury Avenue @ Dennis Road, Looking South - Traffic Control and Topsoil Stripping – April 2024*



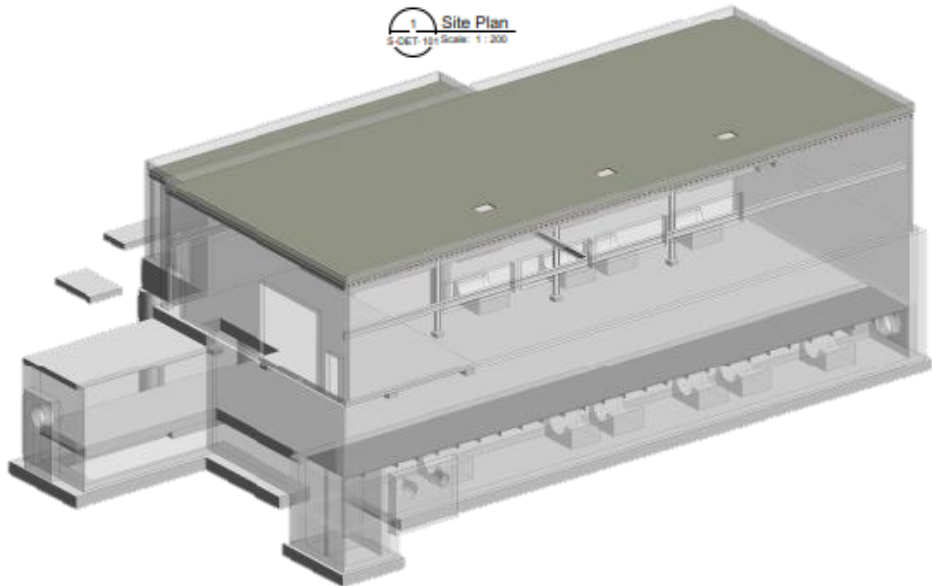
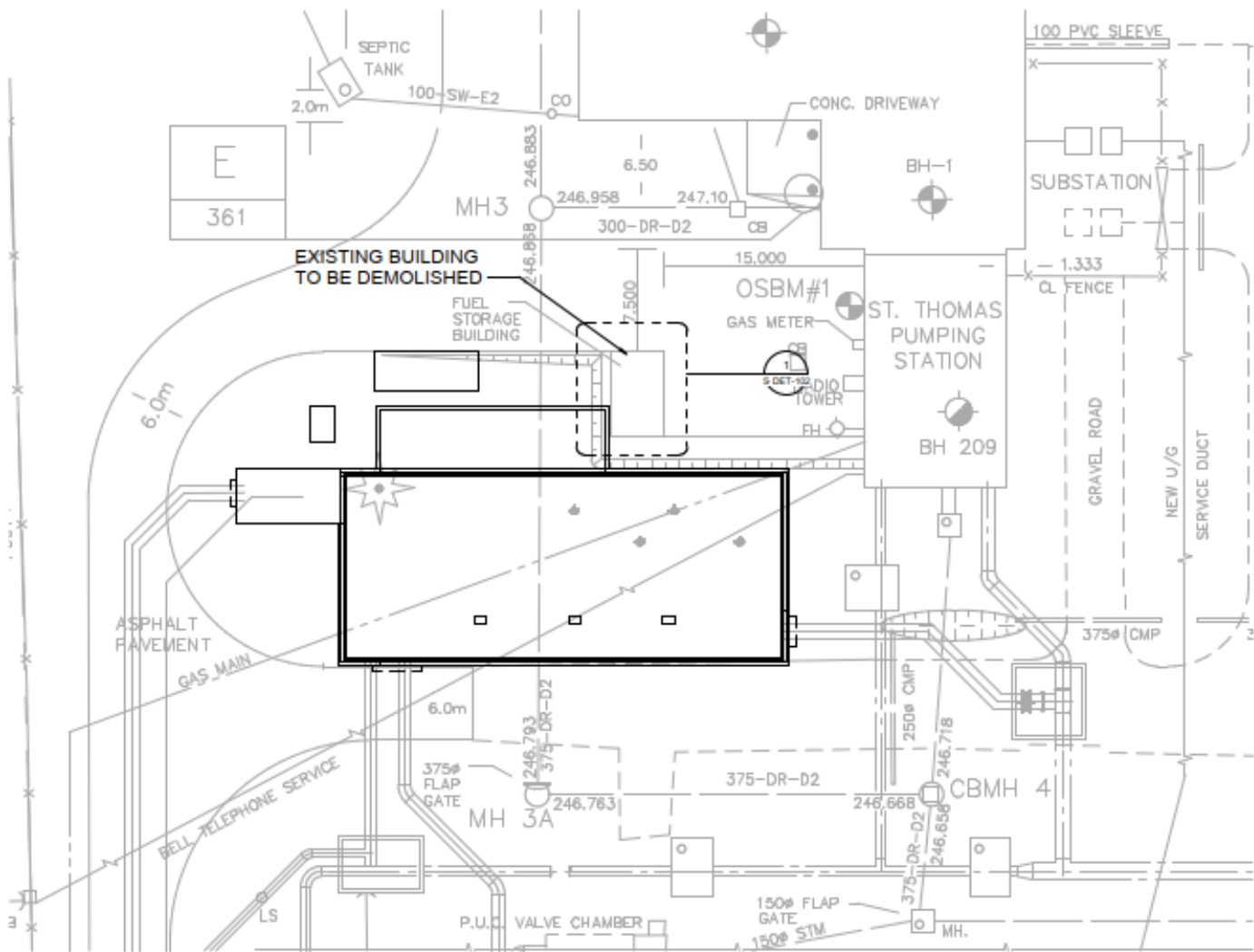
*Highbury Avenue & South Edgeware Road, Looking North-East – April 2024*



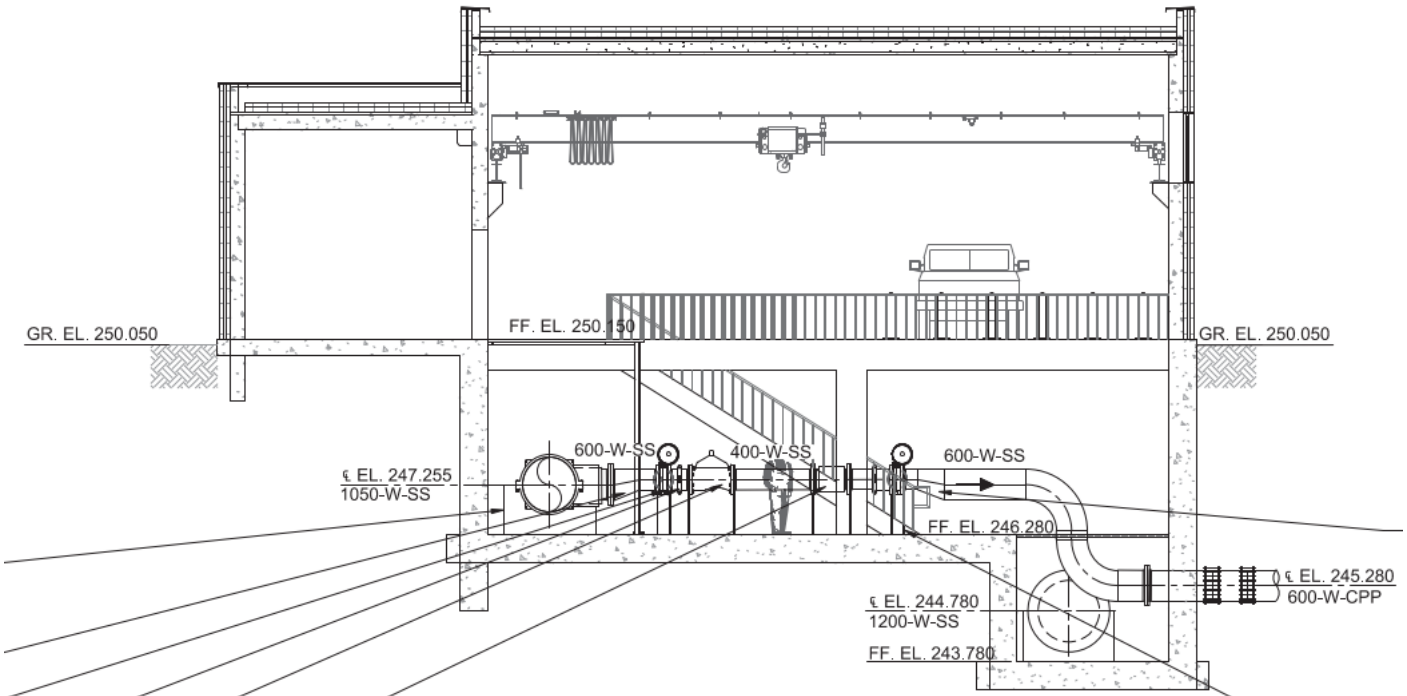
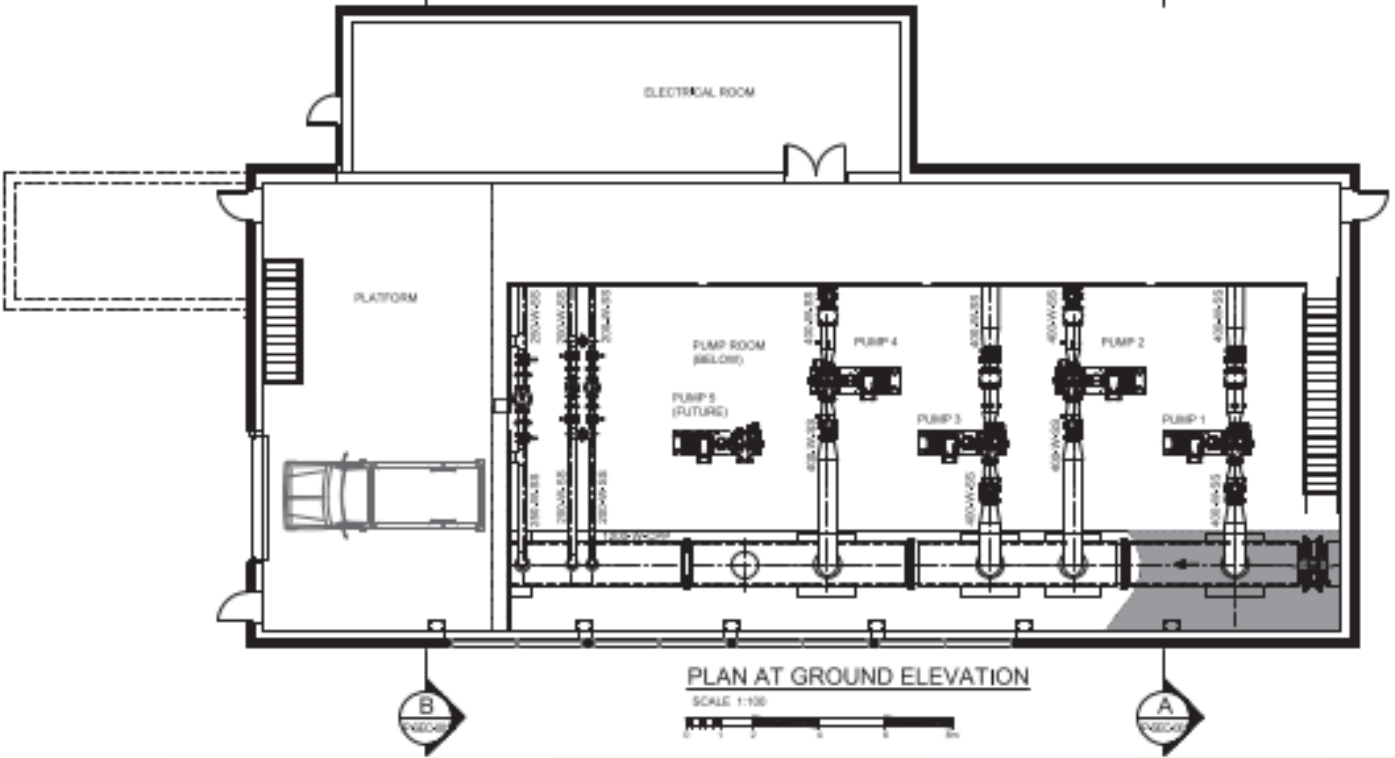
South Edgeware Booster Station & Eglin-Middlesex Pumping Station, Looking East – April 2024  
Tender Closed, Construction to Start Spring 2024



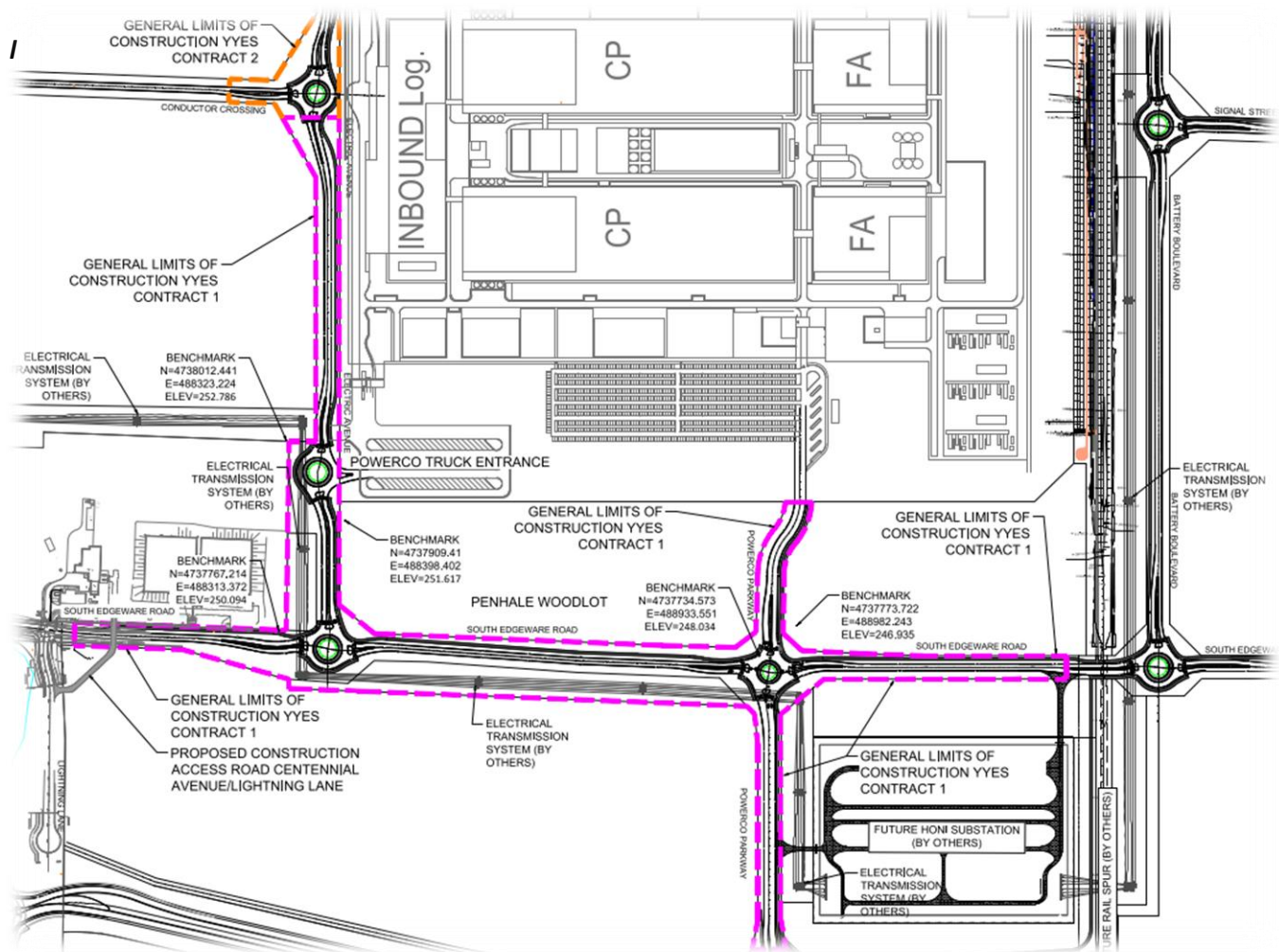
South Edgeware Booster Station – Site Plan and Isometric Building Rendering



South Edgware Booster Station – Plan and Cross Section Views



**Yarmouth Yards Earthworks & Servicing Phase 1 – Starting May 2024**  
Limits of project shown by purple dotted line.



### Water Reclamation Facility (WRF2) Potential Locations



Respectfully,

*MWoodhouse*  
Meredith Woodhouse  
Project EIT

**Reviewed By:** \_\_\_\_\_  
Treasury                      Ind. Dev.                      Planning                      Other

**Approved By:** \_\_\_\_\_  
City Manager



Report No.  
HR-02-24

File No.

Directed to: Mayor Joe Preston and Members of City Council

Date Authored:  
April 15, 2024  
Meeting Date:  
May 6, 2024

Department: Human Resources

Prepared By: Jodi Brindley, Payroll Manager

Attachment

Subject: OMERS Participation By-Law Update

**Recommendation:**

THAT: Report HR-02-24 OMERS Participation By-Law Update be received for information.

**Background:**

The City of St. Thomas established the first Ontario Municipal Employees Retirement System (OMERS) participation by-law in 1962. Since 1962, five separate by-laws have been created with various amendments to the initial by-law with the last update in 2017. Over the past year, Human Resources staff have been working with the OMERS pension legal and plan policy department to create a new participation by-law that will repeal the separate by-laws and create a new City of St. Thomas participation by-law.

Historically, OMERS allowed municipalities the option to elect to participate on behalf of its local boards under the same OMERS group number. This was often permitted as a practical matter as municipalities were administering payroll and benefits for every employer in the group.

However, this is a practice OMERS no longer allows as each participating employer should have its own OMERS participation by-law or board resolution in place to formally document its OMERS participation on behalf of its own employees. Accordingly, when a municipal employer approaches OMERS about updating its by-law terms and the municipality has local boards or other related employers included under their by-law and group number, OMERS works with the employers to have each pass a by-law (or board resolution) to participate on their own as independent employers and separate accounts within the OMERS systems as soon as possible. OMERS require the employers to be split administratively in their system so that it is clear which participation parameters apply to which employees.

In the case of the City of St. Thomas, this is also important because the existing participation by-laws only clearly document the participation of the local Library Board (the Police Services Board and Economic Development Corporation were not documented).

Since local boards are now required to have their own participation by-laws, Human Resources have been also working with the St. Thomas Police Services Board, St. Thomas Public Library Board and the St. Thomas Economic Development Corporation to prepare their own OMERS participation by-laws. These by-laws will receive the respective Board approval in May 2024. Following the approval of the by-laws for the City’s boards, City Council will be required to repeal the existing by-laws and approve a new by-law for the City of St. Thomas with an effective date of June 30, 2024.

The City of St. Thomas Human Resources department will continue to provide OMERS administration for the City’s boards, as separate employers under separate OMERS group numbers.

**Financial Impact:**

There is no financial impact as the contribution cost remains unchanged.

Respectfully,

Jodi Brindley  
Payroll Manager

Reviewed By: \_\_\_\_\_  
Director of  
Human  
Resources

Approved By: \_\_\_\_\_  
City Manager

**Directed to:** Mayor Joe Preston and Members of City Council

**Meeting Date:**  
May 6, 2024

**Department:** Treasury

**Prepared By:** Dan Sheridan

**Attachment**

**Subject:** Community Grants for May 2024,

**Recommendation:**

THAT: Report TR-06-24 relating to Community Grants for May 2024, be received for information; and further,

THAT: Council approves the Community Grant request for Rainbow Optimist Club for \$3,500; and further,

THAT: Council approves the Community Grant request for Elgin Amateur Radio Society for approximately \$350.

**Background:**

In accordance with the City’s Community Grants Policy, Administration has evaluated applications submitted and has provided recommendations for Council consideration. The City’s policy continues to be available on the City’s website to provide guidance to prospective applicants.

**Grant Applications:**

**Rainbow Optimist Club Southwestern Ontario Inc. – Elgin County Pride 2024** – grant request is for \$3,500. The grant would help cover the costs of Pride events at Pinafore Park in August 2024. Community events are a priority in the grants policy, it’s recommended that Council approve this request.

**Elgin Amateur Radio Society** – grant request is approximately \$350. This request would pay the premium for insurance coverage for the emergency communications exercise to be held at Pinafore Park in June 2024. It’s recommended that Council approve this request.


**St. Thomas Jumbo Jets Swim Team Inc.** – grant request is for \$11,550. This request would be used to pay for lane rental fees for the remainder of 2024 at the YMCA. This request is well over the limit for community grants but is also being used to cover operating costs which are ineligible under community grants, it’s recommended that Council decline this request for funding.

**Somerset Recovery Organization** – grant request is for \$2,800. This request would be used to help cover the costs related to the Art of the Recovery Program at the St. Thomas-Elgin Public Art Centre. The funds are intended to cover operating costs and therefore are ineligible for community grants, it’s recommended that Council decline this request for funding.

**Financial Impact:**

With the approval of the two grants, the Community Grants account will be left with a balance of \$9,910.

Respectfully Submitted,



Dan Sheridan, CPA, CGA  
Director of Finance and City Treasurer

**Reviewed By:** City Manager



COMMITTEE REPORT

Report No.  
MHC-05-24

File No.

Directed to: Mayor Joe Preston and Members of City Council

Meeting Date:  
May 6, 2024

Committee: Municipal Heritage Committee

Prepared By: Russell Schnurr, Acting Chair

Attachment  
Permit Application Package

Subject: Heritage Alteration Permit - 492-496 Talbot Street

**Recommendation:**

THAT: Report MHC-05-24 relating to the Heritage Alteration Permit - 492-496 Talbot Street be received for information; and further,

THAT: Council issue a Heritage Alteration Permit for the property at 492-296 Talbot Street, relating to Application HAP-04-24.

**Background:**

The Downtown Heritage Conservation District was established on August 13<sup>th</sup>, 2018.

The Municipal Heritage Committee’s role is to receive delegations at committee meetings, review heritage alteration permit applications, provide constructive comments or feedback to applicants, and make recommendations to Council with respect to the permit applications.

The Municipal Heritage Committee has met with the applicant via Zoom and reviewed the heritage alteration permit application for the property at 492-496 Talbot Street on April 10, 2024.

The Committee is now in a position to make a recommendation to Council.

The Committee recommends that Council authorize the issuance of a Heritage Alteration Permit.

Respectfully submitted,

FOR

Russell Schnurr, Acting Chair

Municipal Heritage Committee

**NOTICE OF RECEIPT FOR HERITAGE ALTERATION PERMIT**  
(Section 42(3) of the Ontario Heritage Act, R.S.O. 1990, c. O.18, as amended)

April 8, 2024

Harrison Cole  
175 Edward Street  
St. Thomas Ontario  
N5P 4A8

**Re:** Notice of Receipt  
Heritage Alteration Permit  
**File No.:** HAP-04-24  
**Property:** 492-496 Talbot Street

Pursuant to Section 42(3) of the Ontario Heritage Act, as amended, this letter is notice that the information and material required through the City of St. Thomas' Application for Heritage Alteration Permit has been provided and the application is thereby considered complete.

Council of the City of St. Thomas has 90 days from the issue of receipt of this notice to make a decision to grant or refuse this application.

The Secretary of the Municipal Heritage Committee has been circulated this notice and application for inclusion on the next available meeting agenda date. You will receive a separate notice of confirmation of your Municipal Heritage Committee meeting date and time. It is advisable for you or a representative to attend this meeting to present and respond to questions on your Heritage Alteration Permit application.

Please contact the Planning & Building Services Department at 519-633-2560 if you have any questions.

Yours truly,



Kevin McClure, MCIP, RPP  
Planner

cc: Abdul Basit, Legislative Services Coordinator, City of St. Thomas

## MEMO

**DATE:** April 8, 2024

**ATTENTION:** Abdul Basit, Legislative Services Coordinator

**SUBJECT:** Heritage Alteration Permit  
492-496 Talbot Street  
HAP-04-24

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Please find attached a Heritage Alteration Permit Application within the City of St. Thomas' Downtown Heritage Conservation District. The property owner for 492-496 Talbot Street has applied to permit the installation of a 24" by 48" date stone on the front façade of the building. Specifically, the date stone is proposed above the fourth window on the second floor, between the thicker decorative brickwork and the double banded red brick. The application was submitted on April 8, 2024, and Staff has deemed the application complete.

The proposal was originally brought forward at the March 2024 Municipal Heritage Committee meeting and the Planning & Building Services Department Staff were in attendance and part of that discussion. Planning & Building Services Staff identified the property as a "Contributing Resource" within the Downtown St. Thomas Heritage Conservation District Plan (HCD Plan). The policies and guidelines in Section 4.3 of the HCD Plan as it relates to contributing resources would apply.

It should be noted that Section 4.3.2.3 of the HCD Plan speaks to Façade Patterns and provides policy to "*Avoid changing the existing façade elements by removing and altering architectural elements*" and guidelines to "*Avoid making imitations based on conjecture rather than evidence in documents or existing building elements*". It is suggested that the Committee review Section 3.2 that provides the principles of the HCD Plan as there is direction on the preservation of original decoration and fittings, as well as restoration to authentic limits.

As per the Heritage Alteration Permit application process, the attached material is being provided for circulation to the Municipal Heritage Committee for its consideration and recommendations to Council. A draft Heritage Alteration Permit is also attached should the Committee recommend approval of the permit and wish to include any specific conditions as part of its recommendation to Council.

Further to the information that has been provided above, the Planning & Building Services Department requests to be copied in the scheduling a meeting with the Municipal Heritage Committee and the applicant.

If you have any questions, please do not hesitate to contact the Planning & Building Services Department.

Regards,



Kevin McClure, MCIP, RPP  
Planner



Corporation of the City of St. Thomas  
**APPLICATION FOR A HERITAGE ALTERATION PERMIT**

Pursuant to Section 33(2) and Section 42(2.1) of the Ontario Heritage Act

<b>OFFICE USE:</b>	Date Application Received: <u>April 2, 2024</u>	Consultation Date: _____
	Date Application Deemed Complete: _____	File Number: _____

**OWNER/APPLICANT**

1. Property Owner  
Name: Harrison Cole  
Address: 175 Edward St, St. Thomas ON  
Postal Code: N5P 4A8 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: hcole@colemunro.com

2. Agent/Applicant  
Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Who is the primary contact?

☒ Registered Owner ☐ Applicant/Agent

\*Note: Unless otherwise requested all communications will be sent to the Applicant.

\*Please indicate the method of communication you would like to be contacted by.

☐ Phone ☒ Email ☐ Fax ☐ Mail

**PROPERTY INFORMATION**

1. Municipal Address: 492-496 Talbot Street, St. Thomas  
\_\_\_\_\_  
2. Legal Description: PLAN 3 BLK E PT OF RC CHURCH LOT  
\_\_\_\_\_

**SUMMARY OF WORK PROPOSED**

1. What kind of permit is required?

☒ Alteration to Building/Property

☐ New Construction

☐ Demolition

2. How is the property designated?

☐ **Individually Designated Property**    ☒ **Part of the Heritage Conservation District**    ☐ **Both**

3. Check all types of work that would happen in your proposed project:

- ☐ demolition of a building or part of a building, such as a building façade
- ☐ removal of a building to a different location on site or to another site
- ☐ erection of a new building, a new façade, a new storefront, an addition to an existing building, a new garage or a wall
- ☐ structural intervention that affects the external appearance of a building
- ☐ repointing and repairing masonry, cleaning masonry of paint or grime, or painting or staining
- ☐ removal of parging, External Insulation and Finish System, siding or façade screen from walls or installation of new wall material to replace or cover existing wall material
- ☐ alteration of doors and windows, their heads and their surrounds, or cutting of new door and window openings in walls
- ☐ alteration of roofline or skyline by changes to comices, overhangs, eaves, parapets, chimneys, domers, rooftop equipment, towers and roof shape, or alteration of historic roof coverings such as slate
- ☒ removal or addition of architectural detail, such as storefront comices, decorative brickwork, stone trim, brackets, window shutters, awnings, porches and balconies
- ☐ erection of a sign
- ☐ alteration of streets and their boulevards, squares, parking lots

4. Please list below, any documents included with this submission (drawings, site plan, specifications, photographs and other documents as needed to illustrate the project). Requirements will depend on the scale of the project.

Please see the attached cad drawing

5. Explain the reasons for undertaking the alterations and describe how the proposal conforms to the Part IV individual designation by-law or Part V Heritage Conservation District Plan design guidelines. Attach additional page(s) if needed.

The proposal is to add a date stone centered in the facade above the middle (4th) window which commemorates the 1885 date of construction of the building and its initial use of the building as the public library in the City of St. Thomas.

The date stone measures 24" tall and 48" wide.

### **APPLICANT DECLARATION**

By making this application, permission is hereby granted to any Municipal staff members and Municipal Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Ontario Heritage Act, Municipal Act, and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application (**Appendix A**). If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

### **MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Application information is collected under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act. In accordance with the Act, it is the policy of the City of St. Thomas to provide public access to all Planning Act applications and supporting documentation submitted to the City.

I Harrison Cole, the Owner or Authorized Agent, hereby agree and acknowledge that the  
(Print name of Owner or Authorized Agent)

information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M. 56, I hereby consent to the City of St. Thomas making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

### **Collection of Personal Information:**

Personal information on this form is collected under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act. The information will be used for the purposes of administering the heritage permit application and ensuring appropriate service of notice of receipt under Section 33(3) and Section 42(3) of the Ontario Heritage Act. Questions about this collection should be directed to the Director of Planning and Building Services, 9 Mondamin Street, St. Thomas, Ontario, N5P 2T9, (519) 633-2560.

### **AFFIDAVIT OR SWORN DECLARATION**

I, Harrison Cole of St. Thomas in the province of Ontario,  
name of applicant City

make oath and say (or solemnly declare) that the information required under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the City of St. Thomas on this 2nd day of April, 20 2024.  
City Day Month Year

H. Cole  
Signature of Owner or Authorized Agent

April 2nd, 2024  
Date

Sherry Lynn Steadman  
Signature of Commissioner of Oaths, etc.

April 2 2024  
Date



## APPENDIX B – ACKNOWLEDGEMENT OF LEGAL AND PLANNING FEES

In addition to the application fees listed in this application package, please note that where the City requires assistance from its solicitors or other technical or professional consultants in the processing of this application, the applicant shall be responsible for reimbursing all fees incurred by the City.

**\*Please note, Appendix B must be completed by the owner, not the authorized agent.**

I, Harrison Cole, am the owner of the subject lands, and I understand that further fees may be incurred by the City throughout the planning process and that I am responsible for reimbursing all fees.

April 1, 2024

Date



Signature of Owner



COMMITTEE

Municipal Heritage Committee

Report No.

MHC-04-24

Directed to:

Mayor Joe Preston and Members of City Council

Meeting Date:

May 6, 2024

Prepared By:

Harrison Cole, Chair

Attachment:

Permit Application & Planning Report

Subject:

Heritage Alteration Permit - 795 Talbot Street

**Recommendation:**

THAT: Report MHC-04-24 relating to the Heritage Alteration Permit - 795 Talbot Street be received for information; and further,

THAT: Council issue a Heritage Alteration Permit for the property at 795 Talbot Street, relating to Application HAP-03-24.

**Background:**

The Downtown Heritage Conservation District was established on August 13th, 2018.

The Municipal Heritage Committee’s role is to receive delegations at committee meetings, review heritage alteration permit applications, provide constructive comments or feedback to applicants, and make recommendations to Council with respect to the permit applications.

The Municipal Heritage Committee has met with the applicant via Zoom and reviewed the heritage alteration permit application for the property at 795 Talbot Street on April 10, 2024.

The Committee is now in a position to make a recommendation to Council.

The Committee recommends that Council authorize the issuance of a Heritage Alteration Permit.

Respectfully submitted,

Harrison Cole, Chair

Municipal Heritage Committee

**NOTICE OF RECEIPT FOR HERITAGE ALTERATION PERMIT**  
(Section 42(3) of the Ontario Heritage Act, R.S.O. 1990, c. O.18, as amended)

April 4, 2024

Brad and Jacqueline Reichenbach  
795 Talbot Street  
St. Thomas Ontario  
N5P 1E3

**Re:** Notice of Receipt  
Heritage Alteration Permit  
**File No.:** HAP-03-24  
**Property:** 795 Talbot Street

Pursuant to Section 42(3) of the Ontario Heritage Act, as amended, this letter is notice that the information and material required through the City of St. Thomas' Application for Heritage Alteration Permit has been provided and the application is thereby considered complete.

Council of the City of St. Thomas has 90 days from the issue of receipt of this notice to make a decision to grant or refuse this application.

The Secretary of the Municipal Heritage Committee has been circulated this notice and application for inclusion on the next available meeting agenda date. You will receive a separate notice of confirmation of your Municipal Heritage Committee meeting date and time. It is advisable for you or a representative to attend this meeting to present and respond to questions on your Heritage Alteration Permit application.

Please contact the Planning & Building Services Department at 519-633-2560 if you have any questions.

Yours truly,



Kevin McClure, MCIP, RPP  
Planner

cc: Abdul Basit, Legislative Services Coordinator, City of St. Thomas  
Megan Pickersgill, St. Thomas Economic Development Corporation

## MEMO

**DATE:** April 5, 2024

**ATTENTION:** Abdul Basit, Legislative Services Coordinator

**SUBJECT:** Heritage Alteration Permit  
795 Talbot Street  
HAP-03-24

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Please find attached a Heritage Alteration Permit Application within the City of St. Thomas' Downtown Heritage Conservation District. The St. Thomas Economic Development Corporation (EDC) has applied on the behalf of the owners at 796 Talbot Street to allow for a mural to be painted on a rear wall of the building. Planning & Building Services Department Staff has had correspondence with the St. Thomas EDC and the application has been deemed complete.

As per the Heritage Alteration Permit process, the attached material is being provided for your circulation to the Municipal Heritage Committee for its consideration and recommendations to Council. A draft Heritage Alteration Permit is also attached should the Committee recommend approval of the permit and wish to include any specific conditions as part of its recommendation to Council.

Planning & Building Services Staff has identified the property as a "Contributing Resource" within the Downtown St. Thomas Heritage Conservation District Plan (HCD Plan). Further, Staff has previously advised the applicant that they should review and prepare responses to the policies and guidelines in Section 4.3 of the HCD Plan as it relates to contributing resources. In addition, there is specific direction on "murals" in Section 4.8.7 – Commemorative Character Elements in the HCD Plan that the applicant, Committee and Council should be considering.

As it has been brought forward in the past, consideration should be given to the cumulative impacts of murals within the Downtown St. Thomas Heritage Conservation District Area. To date, there have been questions about the consistency with the application of the policy direction in Section 4.8.7 of the HCD Plan and the murals that have been produced. Further, sixteen (16) murals have previously been approved within the HCD Plan area (7 in 2020, 1 in 2021, 6 in 2022, and 2 in 2023). The Committee and Council may wish to revisit the intent of the "Track to the Future" mural project and what was originally presented to Council and supported in November 2019. Attached is a copy of Report EDC 03-19 for the Committee's consideration as well.

Further to the information that has been provided above, in scheduling a meeting with the Municipal Heritage Committee and the applicant, please copy the Planning & Building Services Department for our records.

If you have any questions, please contact the Planning & Building Services Department.

Regards,



Kevin McClure, MCIP, RPP  
Planner

Corporation of the City of St. Thomas

**HERITAGE ALTERATION PERMIT**

**MAR 27 2024**

Pursuant to Section 33(2) and Section 42(2.1) of the Ontario Heritage Act

**WHAT IS THE HERITAGE ALTERATION PERMIT?**

A heritage alteration permit is required to undertake changes to properties designated under the Ontario Heritage Act. Properties are either designated individually (Part IV) or are within a conservation district (Part V).

The intent of the designations under the Ontario Heritage Act is not to prevent future change, reinvestment, and/or redevelopment, but rather to manage that change by ensuring that the heritage attributes described in the property's designation by-law are not altered or destroyed unnecessarily by alterations or other forms of interference.

**WHEN IS A HERITAGE ALTERATION PERMIT REQUIRED?**

A heritage alteration permit is required prior to any new construction, alteration, or demolition of an individually designated property, or properties within the Downtown St. Thomas Heritage Conservation District, through the Ontario Heritage Act. "Alter", in accordance with the Ontario Heritage Act, means to change in any manner and includes to restore, renovate, repair or disturb and "alteration" has a corresponding meaning; ("transformer", "transformation").

Below are some typical examples of actions that would require a Heritage Alteration Permit and those that would be exempt. Table 1 to the application form provides a more extensive list of actions that would require a permit. Please contact the Planning & Building Services Department at the City of St. Thomas if you are unsure whether the work you intend to conduct requires a Heritage Alteration Permit.

Actions Requiring a Heritage Alteration Permit	Actions exempt from a Heritage Alteration Permit
<ul style="list-style-type: none"> <li>• Changes to the exterior façade</li> <li>• Demolition to any part façade or all of building</li> <li>• Additions to any part of the building</li> <li>• Painting exterior brick surfaces that have not been painted before</li> <li>• New signage</li> </ul>	<ul style="list-style-type: none"> <li>• Interior work</li> <li>• Repair and restoration of existing elements</li> <li>• Painting all other surfaces</li> <li>• Replacing non-original roofing materials in-kind</li> </ul>

**WHAT INFORMATION IS REQUIRED FOR HERITAGE ALTERATION PERMIT APPLICATIONS?**

The full extent of information that is required for a Heritage Alteration Permit Application will be discussed during the required consultation meeting with the City of St. Thomas Planning & Building Services Department staff. The nature of the application will have an impact on the amount to documentation that will be required for review.

Typical Information Required in a Heritage Alteration Permit Application
<ul style="list-style-type: none"> <li>• Current contact information of the property owner or representative</li> <li>• Site plan or sketch detailing the proposed location of alteration or development on the property</li> <li>• Clear description of the proposed alteration or development</li> <li>• Drawings of the proposed alteration or development, where applicable, detailing materials, dimensions and written specifications</li> <li>• Photographs of the current condition of the property</li> <li>• Supporting documentation such as historic photographs, plans or similar buildings/alterations/developments</li> <li>• Signature of authorization by the property owner</li> <li>• A Heritage Impact Assessment, where applicable</li> </ul>

## WHAT IS THE APPLICATION APPROVAL PROCESS?

Table 2 – Heritage Alteration Permit Process (attached) outlines the general procedure for obtaining a permit. In order to determine the level of review that is required and to assist applicants in ensuring that they have all the required information to be submitted with their Heritage Permit Application, a consultation meeting with the St. Thomas Planning & Building Services Department is required prior to any formal permit application submission. In the event a consultation meeting does not take place prior to the filing of an application, a consultation meeting will be arranged as soon as possible thereafter. The application will not be formally received, nor will it be processed and the timelines for processing the application will not begin until the requirements for a consultation meeting, and the submission of a complete application have been fulfilled.

Upon review of the submitted materials by Planning & Building Services Department staff, a report is submitted to both the Heritage Committee for its consideration and to Council as a recommendation. The Heritage Committee will consider the application at its scheduled meeting and make a recommendation to Council. The owner will be advised of the recommendations by the Heritage Committee and Council will make the final decision at its scheduled meeting based on the recommendations of the Heritage Committee and the Planning & Building Services Department.

## WHAT HAPPENS IF I DO NOT RECEIVE APPROVAL?

As per the Ontario Heritage Act, property owners have the right to appeal the decision of council to refuse a heritage alteration permit or the terms and conditions applied to the granting of a heritage alteration permit. Appeals will be directed to a Local Planning Appeals Tribunal. A property owner must appeal the decision of council to refuse or apply terms and conditions to the permit with 30 days of receiving notice of council's decision.

## ADDITIONAL INFORMATION:

The following list of information is intended as a guide to the review and submission of a Heritage Alteration Permit.

Downtown St. Thomas Heritage Conservation District Plan  
([https://www.stthomas.ca/UserFiles/Servers/Server\\_12189721/File/planning/Downtown%20St.%20Thomas%20Heritage%20Conservation%20District%20Plan%20-%20Signed%20April%2018.pdf](https://www.stthomas.ca/UserFiles/Servers/Server_12189721/File/planning/Downtown%20St.%20Thomas%20Heritage%20Conservation%20District%20Plan%20-%20Signed%20April%2018.pdf))

Table 1 – Heritage Alteration Permit Requirements and Exemptions (attached)

Table 2 – Heritage Alteration Permit Process (attached)

## **Table 1 – Heritage Alteration Permit Requirements and Exemptions**

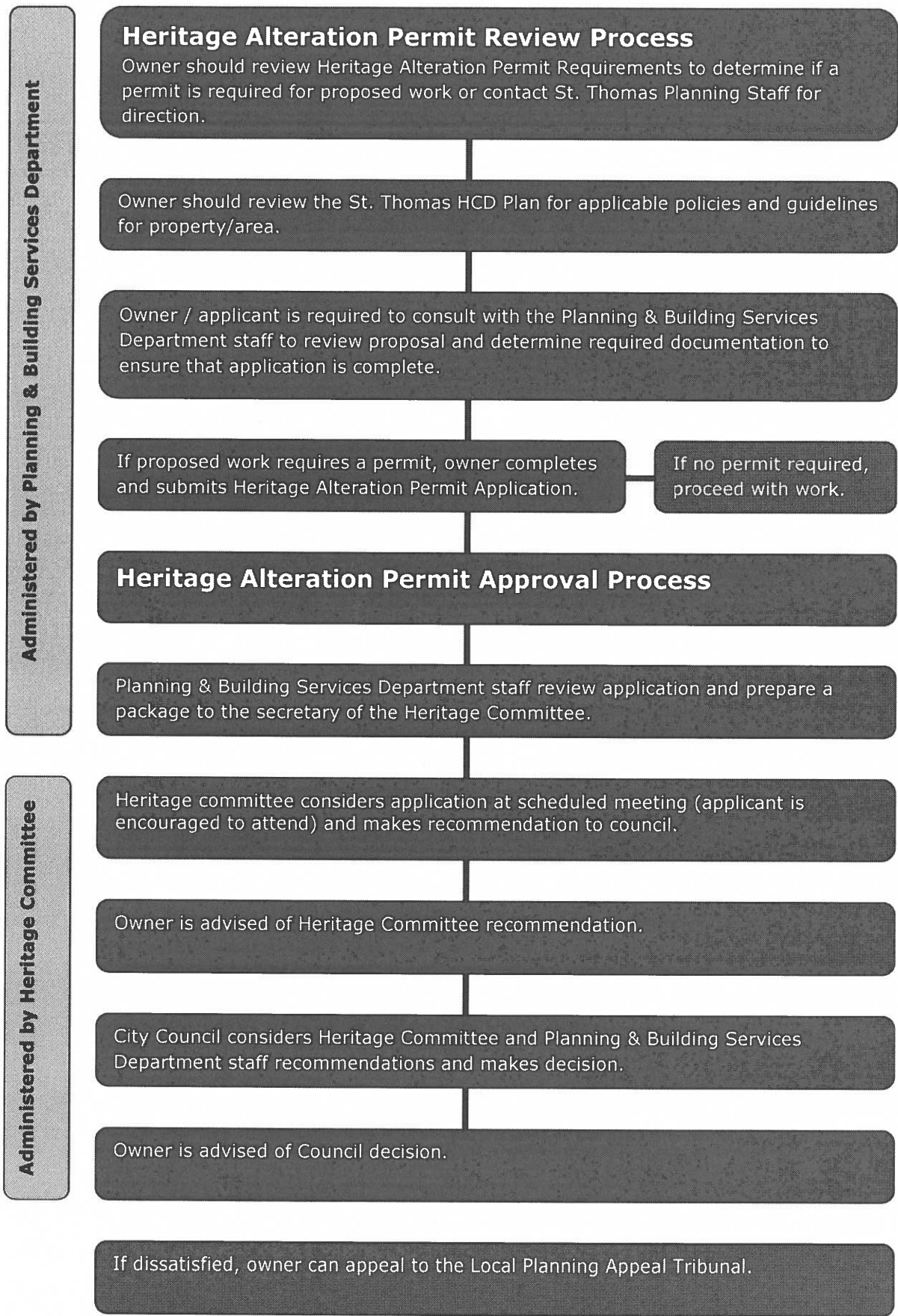
The following table lists a number of actions that would require a Heritage Alteration Permit or would be exempt from a Heritage Alteration Permit. The terms "Contributing Buildings" and "Non-Contributing Buildings" reflect the terminology and direction of the Downtown St. Thomas Heritage Conservation District Plan. For designated properties that are outside of the Heritage Conservation District, the actions of "Contributing Buildings" shall apply.

The Downtown St. Thomas Heritage Conservation District Plan can be found at,  
[https://www.stthomas.ca/UserFiles/Servers/Server\\_12189721/File/planning/Downtown%20St.%20Thomas%20Heritage%20Conservation%20District%20Plan%20-%20Signed%20April%2018.pdf](https://www.stthomas.ca/UserFiles/Servers/Server_12189721/File/planning/Downtown%20St.%20Thomas%20Heritage%20Conservation%20District%20Plan%20-%20Signed%20April%2018.pdf).

Heritage Alteration Permits and Exemptions for Contributing Buildings	
Actions Requiring a Heritage Alteration Permit	Actions exempt from a Heritage Alteration Permit
<ul style="list-style-type: none"><li>Changes to the exterior façade, such as removal, alteration, replacement and addition to heritage attributes, such as decorative brickwork, window surrounds or brick voussoirs, brick corbelling, decorative cornices, dichromatic brickwork, window openings, brick pilasters, decorative cornices, classical motifs, stone detailing, and storefronts</li><li>Demolition to any part façade or all of building</li></ul>	<ul style="list-style-type: none"><li>Interior work</li><li>Repair and restoration of existing elements</li><li>Painting all other surfaces</li><li>Replacing non-original roofing materials in-kind</li></ul>

<ul style="list-style-type: none"> <li>• Additions to any part of the building</li> <li>• Painting exterior brick surfaces that have not been painted before</li> <li>• New signage</li> <li>• Additions of solar panels or other alternative energy sources</li> <li>• Any alteration or proposed work that affects a Part IV designated property's heritage attributes</li> </ul>	
<b>Heritage Alteration Permits and Exemptions for Non-contributing Buildings</b>	
<b>Actions Requiring a Heritage Alteration Permit</b>	<b>Actions exempt from a Heritage Alteration Permit</b>
<ul style="list-style-type: none"> <li>• Changes to the exterior façade, such as removal, alteration, replacement and addition to cladding, window openings, rooflines and storefronts</li> <li>• Demolition to any part façade or all of building</li> <li>• Additions to any part of the building</li> <li>• New signage</li> <li>• Additions of solar panels or other alternative energy sources that are visible from street level</li> </ul>	<ul style="list-style-type: none"> <li>• Interior work and changes not visible from street</li> <li>• Repair and restoration of existing elements</li> <li>• Painting all other surfaces</li> <li>• Replacing roofing materials</li> </ul>
<b>Heritage Alteration Permits and Exemptions for New Construction</b>	
<b>Actions Requiring a Heritage Alteration Permit</b>	<b>Actions exempt from a Heritage Alteration Permit</b>
<ul style="list-style-type: none"> <li>• Plans for new construction of any freestanding building, or structure in the HCD</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
<b>Heritage Alteration Permits and Exemptions for Railway Buildings</b>	
<b>Actions Requiring a Heritage Alteration Permit</b>	<b>Actions exempt from a Heritage Alteration Permit</b>
<ul style="list-style-type: none"> <li>• Changes to the exterior façade of the CASO Station, Elgin County Railway Museum, or BX tower, such as removal, alteration, painting, roofing, replacement and addition to cladding, window openings, rooflines and storefronts or any other heritage attribute as outlined in the Part IV designating by-law</li> <li>• Demolition to any part façade or all of railway buildings</li> </ul>	<ul style="list-style-type: none"> <li>• Interior work, unless otherwise required by Part IV designation</li> </ul>
<b>Heritage Alteration Permits and Exemptions for Private Realm Streetscaping and Landscaping</b>	
<b>Actions Requiring a Heritage Alteration Permit</b>	<b>Actions exempt from a Heritage Alteration Permit</b>
<ul style="list-style-type: none"> <li>• Installation of exterior lighting</li> </ul>	<ul style="list-style-type: none"> <li>• Changes to existing exterior lighting in the same location</li> <li>• Vegetative landscaping where space permits</li> </ul>

**Table 2 - Heritage Alteration Permit Process**



Corporation of the City of St. Thomas

**APPLICATION FOR A HERITAGE ALTERATION PERMIT**

Pursuant to Section 33(2) and Section 42(2.1 ) of the Ontario Heritage Act

<b>OFFICE USE:</b>	Date Application Received: _____	Consultation Date: _____
	Date Application Deemed Complete: _____	File Number: _____

**OWNER/APPLICANT**

1. Property Owner

Name: Brad and Jacqueline Reichenbach

Address: 795 Talbot Street

Postal Code: N5P 1E3 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: stepabovehealth.ca@gmail.com

2. Agent/Applicant

Name: Megan Pickersgill / Sean Dyke

Company: St. Thomas EDC

Address: 545 Talbot Street

Postal Code: N5P 3V7 Phone: 5106311680 x4104 Fax: \_\_\_\_\_

Email: mpickersgill@stthomas.ca / sdyke@stthomas.ca

Who is the primary contact?

☐ Registered Owner ☒ Applicant/Agent

\*Note: Unless otherwise requested all communications will be sent to the Applicant.

\*Please indicate the method of communication you would like to be contacted by.

☐ Phone ☒ Email ☐ Fax ☐ Mail

**PROPERTY INFORMATION**

1. Municipal Address: 795 Talbot Street, St. Thomas ON

2. Legal Description: \_\_\_\_\_  
\_\_\_\_\_

**SUMMARY OF WORK PROPOSED**

1. What kind of permit is required?

☒ Alteration to Building/Property

☐ New Construction

☐ Demolition

2. Check all types of work that would happen in your proposed project:
- ☐ demolition of a building or part of a building, such as a building façade
  - ☐ removal of a building to a different location on site or to another site
  - ☐ erection of a new building, a new façade, a new storefront, an addition to an existing building, a new garage or a new fence or wall
  - ☐ structural intervention that affects the external appearance of a building
  - ☐ repointing and repairing masonry, cleaning masonry of paint or grime, or painting or staining
  - ☐ removal of parging, External Insulation and Finish System, siding or façade screen from walls or installation of new wall material to replace or cover existing wall material
  - ☐ alteration of doors and windows, their heads and their surrounds, or cutting of new door and window openings in walls
  - ☐ alteration of roofline or skyline by changes to cornices, overhangs, eaves, parapets, chimneys, domers, rooftop equipment, towers and roof shape, or alteration of historic roof coverings such as slate
  - ☐ removal or addition of architectural detail, such as storefront cornices, decorative brickwork, stone trim, brackets, window shutters, awnings, porches and balconies
  - ☒ erection of a sign
  - ☐ alteration of streets and their boulevards, squares, parking lots
3. Please list below, any documents included with this submission (drawings, site plan, specifications, photographs and other documents as needed to illustrate the project). Requirements will depend on the scale of the project.

- Artist mock-up of the site  
 - photo of the exterior wall in question

4. Explain the reasons for undertaking the alterations and describe how the proposal conforms to the Part IV individual designation by-law or Part V Heritage Conservation District Plan design guidelines. Attach additional page(s) if needed.

- As part of the Track to the Future mural project, this mural will be painted on the back west facing walls.  
 - Proper paint will be used for the exterior wall painting, such as Sherwin Williams Resilience  
 - See attached concept for a visual representation.  
 - MURAL INFO: Artist Alex Bacon has considered 2 things for this new mural: first, the location of the wall at Step Above Dance, where young dancers are a frequent sight coming and going for lessons; second, the proximity of the Horton Farmers' Market, where the emphasis is on the intersection of urban and rural, as customers look for farm produce, flowers, and other local goods. The mural design is stunning -- a dancer with a dress seemingly made of flowers, a lovely navigation of the line between human beings and the natural world. Without doubt, this piece will become one of the landmark works of art in the downtown core, transforming a nondescript concrete block wall into a signature photo-spot!

### APPLICANT DECLARATION

By making this application, permission is hereby granted to any Municipal staff members and Municipal Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Ontario Heritage Act, Municipal Act, and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application (**Appendix A**). If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

### MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Application information is collected under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act. In accordance with the Act, it is the policy of the City of St. Thomas to provide public access to all Planning Act applications and supporting documentation submitted to the City.

I \_\_\_\_\_, the Owner or Authorized Agent, hereby agree and acknowledge that the  
(Print name of Owner or Authorized Agent)

information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M. 56, I hereby consent to the City of St. Thomas making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

### **Collection of Personal Information:**

Personal information on this form is collected under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act. The information will be used for the purposes of administering the heritage permit application and ensuring appropriate service of notice of receipt under Section 33(3) and Section 42(3) of the Ontario Heritage Act. Questions about this collection should be directed to the Director of Planning and Building Services, 9 Mondamin Street, St. Thomas, Ontario, N5P 2T9, (519) 633-2560.

Megan Pickersgill

### AFFIDAVIT OR SWORN DECLARATION

I, Megan Pickersgill of St. Thomas in the province of Ontario,  
name of applicant City

make oath and say (or solemnly declare) that the information required under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the St. Thomas on this 05 day of 03, 2024.  
City Day Month Year

Megan Pickersgill  
Signature of Owner or Authorized Agent

March 5, 2024

Date

Sherry Lynn Steadman  
Signature of Commissioner of Oaths, etc.

March 28 2024

Date Sherry Lynn Steadman, a Commissioner, etc.,  
Province of Ontario, for the Corporation of the City of St. Thomas.  
Expires May 31, 2026.

### **APPLICANT DECLARATION**

By making this application, permission is hereby granted to any Municipal staff members and Municipal Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Ontario Heritage Act, Municipal Act, and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application (**Appendix A**). If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

### **MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Application information is collected under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act. In accordance with the Act, it is the policy of the City of St. Thomas to provide public access to all Planning Act applications and supporting documentation submitted to the City.

I, Bradley Reichenbach, the Owner or Authorized Agent, hereby agree and acknowledge that the  
(Print name of Owner or Authorized Agent)

information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M. 56, I hereby consent to the City of St. Thomas making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

#### **Collection of Personal Information:**

Personal information on this form is collected under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act. The information will be used for the purposes of administering the heritage permit application and ensuring appropriate service of notice of receipt under Section 33(3) and Section 42(3) of the Ontario Heritage Act. Questions about this collection should be directed to the Director of Planning and Building Services, 9 Mondamin Street, St. Thomas, Ontario, N5P 2T9, (519) 633-2560.

### **AFFIDAVIT OR SWORN DECLARATION**

I, Megan Reichenbach of St. Thomas in the province of Ontario,  
name of applicant City

make oath and say (or solemnly declare) that the information required under the authority of Section 33(2) and Section 42(2.1) of the Ontario Heritage Act and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the St. Thomas on this 05 day of 03, 2024.  
City Day Month Year

Megan Reichenbach  
Signature of Owner or Authorized Agent

March 5, 2024  
Date

\_\_\_\_\_  
Signature of Commissioner of Oaths, etc.

\_\_\_\_\_  
Date

## APPENDIX A – AUTHORIZATION OF OWNER

If the applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

→ I, Bradley Reichenbach, am the owner of the subject lands, and I authorize Megan Pickersgill / Sean Dyke, to act on our behalf as the agent for the submissions required for all matters relating to the subject lands, and to provide any of my personal information that will be included in this application or collected during the planning process.

→ March 20<sup>th</sup>, 2024  
Date

→ BR Reichenbach  
Signature of Owner

## APPENDIX B – ACKNOWLEDGEMENT OF LEGAL AND PLANNING FEES

In addition to the application fees listed in this application package, please note that where the City requires assistance from its solicitors or other technical or professional consultants in the processing of this application, the applicant shall be responsible for reimbursing all fees incurred by the City.

**\*Please note, Appendix B must be completed by the owner, not the authorized agent.**

➤ I, Brad Reichenbach, am the **owner** of the subject lands, and I understand that further fees may be incurred by the City throughout the planning process and that I am responsible for reimbursing all fees.

➤ March 20/24  
Date

➤ Be Reel  
Signature of Owner





Report No.  
EDC 03-19

File No.

Directed to: Mayor Joe Preston and Members of City Council

Date Authored: Nov. 6, 2019  
Meeting Date: Nov 18, 2019

Department: St. Thomas Economic Development Corporation  
Prepared By: Sean Dyke, CEO

Attachments

Subject: Downtown Mural Project

Recommendation:

THAT Report EDC 03-19 relating to the Downtown Mural Project be received for information.

Background:

As municipalities and tourism organizations strive to grow visitation, improve social media reach and drive traffic to the traditional downtowns, street art has become one of the most effective tools to do so. In fact, in many communities, the revitalization that has come as a result of mural development and implementation has become the leading tourist attraction and a driver for traffic to the core of many cities previously in decline.

In St. Thomas, the community has long been fortunate to have numerous murals throughout the core and has been recognized in many travel guides and books as a result of the existing artwork. Recognizing this, the EDC (through Railway City Tourism) has been seeking funding to amplify what is truly already a critical mass of art in the downtown. To date, funding partnerships have been struck with the Downtown Development Board and Andrew Gunn, supporting the project through donor funds provided to Tourism through the Elgin St. Thomas Community Foundation. The EDC has also been successful in securing funding through FedDev’s Canadian Experiences Fund, which provides 100% funding for this mural project up to \$32,500. With total funding of nearly \$50,000 available, there is a real opportunity for Downtown St. Thomas to truly become the canvas for some incredible works of art and build on what is already a key strength for the community.

The first part of this large project has already been completed, with moveable art in the form of 4 boxcars, which were moved into the Downtown core for Culture Days in September, which was also the release date for news that Railway City Tourism has commissioned Kelsey Montague, one of North America’s most well-known mural artists, to create and install what will be her only piece in Canada this coming December (the plan is to unveil it at the Railway City Arts Crawl in February). Montague’s ‘What Lifts You’ campaign has been an incredible success around the world, with over 143,000 Instagram followers and far more reach than that with multi-platform penetration of over 200,000 in the last month alone. The intent is to use this art as a kickoff to a much larger project and help draw traffic to further showcase the community as a hub for arts and culture in Southwestern Ontario.

As the intent is to drive traffic downtown, there will be a process to follow and this report will serve as notice to City Council that applications will be forthcoming to the Municipal Heritage Committee and/or to the Public Art Committee where required. There has already been some very positive feedback on this program and the EDC will work to capitalize on this momentum going forward, with the expectation that even more funding will flow towards this project in the coming months and years.

Respectfully,

Sean Dyke, CEO

Reviewed By: \_\_\_\_\_

April 26, 2024

City of St. Thomas  
P.O. Box 520  
545 Talbot Street  
St. Thomas, ON  
N5P 3V7

Dear Mayor Preston and Members of Council,

Please accept this letter as our request to proclaim **Sunday May 26th - Saturday June 1st National AccessAbility Week**, and that the Accessibility flag be flown at City Hall. As part of AccessAbility Week, we would also request that you proclaim **Wednesday May 29th as Red Shirt Day**.

National AccessAbility Week takes place every year starting on the last Sunday in May. National AccessAbility Week is a time when accessibility and inclusion is promoted across communities and workplaces and a time to celebrate the contributions of Canadians with disabilities. It is also an opportunity to recognize the efforts of Canadians who are actively removing barriers and ensuring persons with disabilities have an equal chance to participate in all aspects of Canadian society. We would like to hold a flag raising ceremony on **Monday May 27th at 10 a.m.**

Red Shirt Day takes place on the Wednesday of National AccessAbility Week each year. Wednesday May 29th will be a day when people across Canada come together and wear red in schools, workplaces and spaces everywhere in order to create a visible display of solidarity: to show their support for persons and families who are living with disabilities, celebrate the achievements of people living with disabilities, and to pledge their commitment to help create a fully accessible and inclusive society that honours and values the contributions of people of all abilities in all aspects of life in Canada.

In addition, the Municipal Accessibility Advisory Committee is moving their annual Open House event to June 1, 2024 from 11:00 a.m. to 4:00 p.m. in the Doug Tarry Room at the Joe Thornton Arena to correspond with National AccessAbility Week.

We thank you in advance for your consideration of this request in promoting accessibility within the City of St. Thomas.

On behalf of the St. Thomas Municipal Accessibility Advisory Committee,



FOR

Michelle Sylvester  
Chair



## **ELDER ABUSE ELGIN**

c/o Central CHC, 359 Talbot St., St. Thomas, ON N5P 1B7

City of St. Thomas

**APR 23 2024**

City Clerks Dept.

April 19, 2024

City of St. Thomas, Office of the Clerk,  
PO Box 520, 545 Talbot St.,  
St. Thomas, ON M5P 3V7

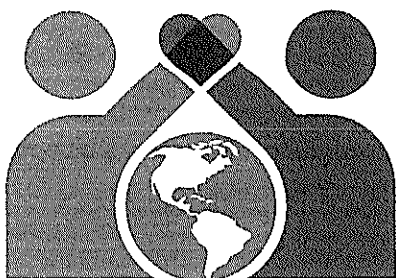
Hello Mayor Preston,

World Elder Abuse Awareness Day (WEAAD) is recognized every year on June 15th. Elder Abuse Elgin (EAE) has commemorated this special day in a number of ways over the past many years, and we were pleased to raise our flag at St. Thomas City Hall last year. We would like to do that again this year, and have a proclamation read at a Council meeting. I have attached the proclamation for your information. We would have local EAE members present for the flag-raising. In addition, we would like to invite local media to attend. Perhaps the proclamation could be read at the June 10<sup>th</sup> meeting?

We hope that this is possible, and look forward to hearing from City staff as to when is a good time to gather for the flag-raising. This year WEAAD falls on a Saturday, so perhaps the flag-raising could occur on one of the days leading up to June 15<sup>th</sup> (? Before the June 10<sup>th</sup> Council meeting) We will bring the flag with us.

Thanks for your consideration.

Bonnie Rowe, Committee Coordinator on behalf of  
Elder Abuse Elgin  
[elderabuseelgin@gmail.com](mailto:elderabuseelgin@gmail.com)



# WORLD ELDER ABUSE AWARENESS DAY

June 15, 2024

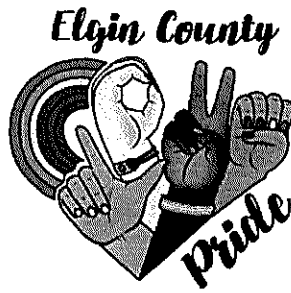
**Age With Attitude**

## PROCLAMATION WORLD ELDER ABUSE AWARENESS DAY June 15, 2024

- WHEREAS:** The City of St. Thomas' older adults deserve to be treated with respect and dignity and valued as contributing members of society, imparting a wealth of experience and wisdom in our communities, and
- WHEREAS:** The International Network for the Prevention of Elder Abuse, in support of the United Nations International Plan of Action, proclaimed this day to recognize the significance of elder abuse as a public health and human rights issue; and
- WHEREAS:** The City of St. Thomas recognizes the importance of taking action to invest in creating social change, to prioritize the prevention of elder abuse and raise awareness to foster a better understanding of abuse and neglect of older adults and their rights; and
- WHEREAS:** Elder abuse has a significant impact on the lives of older adults and families; and is not limited to race, gender, culture, or circumstance, and regardless of whether the abuse is physical, emotional, sexual, financial or neglect; and
- WHEREAS:** Ageism and social isolation are major causes of elder abuse in Ontario; and
- WHEREAS:** Recognizing that it is up to all of us, as citizens, organizations, communities, and governments, to work collectively to prevent violence and abuse of older adults in their homes and communities; and
- WHEREAS:** Preventing abuse of older adults through improving and maintaining social and health services and systems such as housing, income security, and safety will improve their quality of life and allow them to live independently and contribute to the vibrancy of Ontario; and
- WHEREAS:** Where there is respect for human rights, equality, and justice there can be no abuse; therefore, all City of St. Thomas residents are urged to join this global movement to promote the Rights of Older Adults and Stop Abuse and Restore Respect.
- THEREFORE;** I, Joe Preston, Mayor of the City of St. Thomas, Ontario do hereby  
proclaim June 15, 2023, as **World Elder Abuse Awareness Day** and encourage all residents to recognize and celebrate seniors and their ongoing contributions to the success and vitality of our province.

Dated on this day of \_\_\_\_\_, 2024. \_\_\_\_\_

*Signature*



City of St. Thomas  
APR 26 2024  
City Clerk, St. Thomas

April 26, 2024

Office of the City Clerk - City of St. Thomas  
P.O. Box 520, 545 Talbot Street  
St. Thomas, ON N5P 3V7  
Fax: 519-633-9019

To the Office of City Clerk,

I am writing on behalf of Elgin County Pride to request a flag raising at St. Thomas City Hall on Friday August 2, 2024 at 10:00am to kick off Pride Week 2024. We would also request that Mayor Preston attend the flag raising and read a proclamation. The Elgin County Pride committee is a community led group that advocates, plans and promotes events for Rainbow education, awareness and acceptance.

We are requesting that the Pride flag be raised to show support for the Rainbow community. It is important for the Pride flag to be raised to recognize that diversity is vital and helps to strengthen our community. We should never feel that we must hide who we are at work, school or within our families and community and by raising the flag, we are hoping to show the commitment we have to providing safe and welcoming places that help to improving the quality of life for everyone in our community.

Elgin County Pride will be hosting a number of events throughout the week of Pride that are open to people who identify in the 2SLGBTQAI+ community as well as Ally's.

If you have any questions, please contact me at \_\_\_\_\_ or at \_\_\_\_\_

Sincerely,

Maggie Scanlon  
Member of Elgin County Pride



Alcohol and Gaming Commission of Ontario  
90 Sheppard Avenue East, Suite 200  
Toronto ON M2N 0A4  
Tel.: 416-326-8700 • Fax: 416-326-8711  
Toll free in Ontario: 1-800-522-2876  
Inquiries: [www.agco.ca/iagco](http://www.agco.ca/iagco)  
Website: [www.agco.ca](http://www.agco.ca)

## Municipal Information for Liquor Sales Licences (including Tied House)

The information requested below is required in support of all applications for a new Liquor Sales Licence (including Tied House) or areas being added to an existing Liquor Sales Licence.

### Section 1 – Application Details

Premises Name

Club Champions Lounge Ltd.

Premises Phone Number (include area code)

N/A

Premises Address

539 Talbot St.

City/Town

St. Thomas

Province

ON

Postal Code

N5P 1C3

Contact Name

Ryan Jeffrey/Jeremy Jeffery

Contact's Phone Number (include area code and extension)

519-525-7410

Contact's Email Address

info @ clubchampionslounge.com

Does the application for a Liquor Sales Licence (including Tied House) include indoor areas and/or outdoor areas?



Indoor Areas



Outdoor Areas

### Section 2 – Municipal Clerk's Official Notice of Application for a Liquor Sales Licence (including Tied House) in your Municipality.

**Municipal Clerk:**

**Please confirm the "wet/damp/dry" status below.**

Name of village, town, township or city where taxes are paid.

(If the area where the establishment is located was annexed or amalgamated, provide the name that the village, town, township or city was known as.)

CITY OF ST. THOMAS

Is the area where the establishment is located "wet", "damp" or "dry"? Please select one.



Wet (for spirits, beer, wine)



Damp (for beer and wine only)



Dry

**Note:** Specific concerns regarding zoning or non-compliance with by-laws must be clearly outlined in a separate submission or letter within 30 days of this notification.

Address of Municipal Office

545 TALBOT STREET, P.O. BOX 520, ST. THOMAS, ONTARIO N5P 3V7

Name of Municipal Official

MARIA KONEFAL

Title

CITY CLERK

Date (dd/mm/yyyy)

29/04/2024

Telephone number

519-631-1680, ext 4123

Email Address

m.konefal@stthomas.ca

Signature of Municipal Official

Maria Konefal



Good morning Maria,

Today, MPAC is honoured to share three significant documents with you.

First, we present our [2023 Annual Report](#) which celebrates our many achievements and accolades in 2023. These accomplishments are a testament to our collaborative efforts with municipal and provincial partners, the innovative solutions we have introduced over the last year, and our steadfast determination to deliver exceptional value to the people of Ontario.

As part of our commitment to enhancing accountability and transparency, we are also happy to share our third annual [Performance Report](#). This document provides a wealth of statistics on how well we are meeting our goals in areas such as capturing new assessment, the proportion of property assessments that are accepted without going to appeal, Customer Contact Centre satisfaction and many more.

The third document is a copy of MPAC's Financial Statements for the Year Ended December 31, 2023. If you have any questions regarding the Financial Statements, please contact Mary Meffe, Vice-President, Corporate Services and Chief Financial Officer, at (289) 539-0306 or [mary.meffe@mpac.ca](mailto:mary.meffe@mpac.ca).

As we strive to uphold the highest standards in service delivery in our pursuit of excellence, we are grateful for your continued support.

Should you have any questions regarding the reports, please do not hesitate to contact me.

Yours truly,

Alan Spacek  
Chair, MPAC Board of Directors

Copy    Nicole McNeill, President & CAO  
          Mary Meffe, VP, Corporate Services & CFO



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# Financial statements of Municipal Property Assessment Corporation

December 31, 2023

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Independent Auditor's Report	1-3
Statement of financial position	4
Statement of operations	5
Statement of changes in net assets	6
Statement of cash flows	7
Notes to the financial statements	8-16

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## Independent Auditor's Report

To the Board of Directors of  
Municipal Property Assessment Corporation

### Opinion

We have audited the financial statements of Municipal Property Assessment Corporation (the "Corporation"), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Corporation as at December 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Corporation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Other Information

Management is responsible for the other information. The other information comprises the information included in the Annual Report, but does not include the financial statements and our auditor's report thereon. The Annual Report is expected to be available to us after the date of this auditor's report.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

When we read the Annual Report, if we conclude that there is a material misstatement therein, we are required to communicate the matter with those charged with governance.

## Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Corporation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Corporation's financial reporting process.

## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Deloitte LLP*

Chartered Professional Accountants  
Licensed Public Accountants  
March 27, 2024

**Municipal Property Assessment Corporation****Statement of financial position**

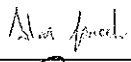
As at December 31, 2023


(In thousands of dollars)

	Notes	2023 \$	2022 \$
<b>Assets</b>			
Current assets			
Cash		14,884	12,160
Accounts receivable		4,536	4,113
Prepaid expenses		2,906	2,618
		<b>22,326</b>	18,891
Investments	3	156,137	149,449
Capital assets	4	7,719	8,450
Long-term prepaid expenses		52	170
Intangible assets	5	11	6
		<b>186,245</b>	176,966
<b>Liabilities</b>			
Current liabilities			
Accounts payable and accrued liabilities	14	29,831	30,171
Deferred revenue	6	1,483	2,669
Current portion of capital leases	10	322	641
		<b>31,636</b>	33,481
Employee future benefits	7	40,451	35,340
Deferred lease inducements		1,120	1,501
Long-term portion of capital leases	10	706	1,030
		<b>73,913</b>	71,352
Commitments and contingencies	9 and 11		
<b>Net assets</b>			
Unrestricted		7,402	7,174
Internally restricted	8	98,228	91,655
Invested in capital and intangible assets		6,702	6,785
		<b>112,332</b>	105,614
		<b>186,245</b>	176,966

The accompanying notes are an integral part of the financial statements.

Approved by the Board of Directors


\_\_\_\_\_, Director


\_\_\_\_\_, Director

**Municipal Property Assessment Corporation****Statement of operations**

Year ended December 31, 2023

(In thousands of dollars)

	2023	2022
	\$	\$
<b>Revenue</b>		
Municipal	214,919	214,919
Other	26,117	27,094
Interest and dividend income	5,097	4,297
	<u>246,133</u>	<u>246,310</u>
<b>Expenses</b>		
Salaries and benefits	199,198	193,095
Professional services	10,978	11,909
Information technology	11,783	11,732
Facilities	8,567	8,600
General and administrative	8,203	6,937
Royalties	2,697	4,290
Amortization of capital and intangible assets	3,002	3,171
Gain on disposal of capital assets	(119)	(618)
	<u>244,309</u>	<u>239,116</u>
Excess of revenue over expenses before change in fair value of investments	1,824	7,194
Change in fair value of investments	7,998	(13,711)
<b>Excess (deficiency) of revenue over expenses for the year</b>	<u>9,822</u>	<u>(6,517)</u>

The accompanying notes are an integral part of the financial statements.

# **Municipal Property Assessment Corporation**

## **Statement of changes in net assets**

Year ended December 31, 2023

(In thousands of dollars)

			Invested in capital and intangible assets	2023 Total	2022 Total
	Unrestricted	Internally restricted			
Notes	\$	\$	\$	\$	\$
	(Note 8)				
<b>Net assets, beginning of year</b>	<b>7,174</b>	<b>91,655</b>	<b>6,785</b>	<b>105,614</b>	95,792
Excess (deficiency) of revenue over expenses for the year	<b>12,705</b>	—	<b>(2,883)</b>	<b>9,822</b>	(6,517)
Remeasurements and other items on employee future benefits	<b>(3,104)</b>	—	—	<b>(3,104)</b>	16,339
Acquisition of capital and intangible assets	<b>(2,287)</b>	—	<b>2,287</b>	—	—
Proceeds from disposal of capital and intangible assets	<b>130</b>	—	<b>(130)</b>	—	—
(Repayment) retirement of lease obligations for vehicles accounted for as capital leases	<b>(643)</b>	—	<b>643</b>	—	—
Interfund transfers to internally restricted reserves	<b>(6,573)</b>	<b>6,573</b>	—	—	—
<b>Net assets, end of year</b>	<b>7,402</b>	<b>98,228</b>	<b>6,702</b>	<b>112,332</b>	105,614

The accompanying notes are an integral part of the financial statements.

# Municipal Property Assessment Corporation

## Statement of cash flows

Year ended December 31, 2023

(In thousands of dollars)

	Notes	2023 \$	2022 \$
<b>Operating activities</b>			
Excess (deficiency) of revenue over expenses for the year		9,822	(6,517)
Employee future benefits payments	7	(810)	(607)
Add (deduct): Items not affecting cash			
Change in fair value of investments		(7,998)	13,711
Reinvested investment income		(3,860)	(3,470)
Employee future benefits expense	7	2,817	3,019
Amortization of capital assets		2,998	3,168
Amortization of intangible assets		4	3
Gain on disposal of capital assets		(119)	(618)
Amortization of deferred lease inducements		(381)	(400)
		<u>2,473</u>	<u>8,289</u>
Changes in non-cash working capital			
Accounts receivable		(423)	(778)
Prepaid expenses		(170)	(367)
Accounts payable and accrued liabilities		(340)	2,262
Deferred revenue		(1,186)	(92)
		<u>354</u>	<u>9,314</u>
<b>Investing activities</b>			
Purchase of investments		(153,395)	(12,500)
Proceeds from sale of investments, net of fees		158,565	500
Purchase of capital assets		(2,278)	(1,493)
Proceeds on disposal of capital assets		130	658
Purchase of intangible assets		(9)	—
		<u>3,013</u>	<u>(12,835)</u>
<b>Financing activity</b>			
Repayment of lease obligations		(643)	(838)
		<u>2,724</u>	<u>(4,359)</u>
Increase (decrease) in cash during the year		12,160	16,519
Cash, beginning of year		14,884	12,160
<b>Cash, end of year</b>		<u>14,884</u>	<u>12,160</u>
<b>Supplementary cash flow information</b>			
Non-cash transactions			
Acquisition of leased vehicles		—	(1,361)
Incurrence of lease obligations		—	1,361

The accompanying notes are an integral part of the financial statements.

## **Municipal Property Assessment Corporation**

### **Notes to the financial statements**

December 31, 2023

(In thousands of dollars)

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#### **1. Description of business**

Municipal Property Assessment Corporation (the Corporation), formerly the Ontario Property Assessment Corporation, was incorporated effective January 1, 1998 and is a special act corporation under the Municipal Property Assessment Corporation Act, 1997 (Ontario). The Corporation is responsible for providing property assessment services for municipalities in the Province of Ontario, as well as providing other statutory duties and other activities consistent with such duties as approved by its board of directors. All municipalities in Ontario are members of the Corporation.

#### **2. Summary of significant accounting policies**

The financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations.

The significant accounting policies are summarized as follows:

##### *Fund accounting*

The financial statements include the following funds:

- The unrestricted fund comprises mainly amounts available for immediate use for the general purpose of the Corporation.
- The reserve for board-appropriated working fund is set aside by the board of directors in accordance with the Corporation's reserve strategy for contingencies and funding for identified one-time expenditures.
- The reserve for employee future benefits is the portion of net assets consisting of internally restricted investments set aside to settle employee future benefits.
- The reserve for enumeration was established to fund the costs associated with the preparation of preliminary voters' lists for municipal and school board elections. This function will be transferred to the Elections Ontario in January 2024. MPAC will maintain the municipal and school board election support going forward, and the balance of this reserve will be used to pay for those activities.
- The reserve for assessment update was established to fund the costs associated with the assessment update. The Corporation contributes annually to the reserve but may vary the annual contribution with approval from the board of directors. The unspent reserve balance will be maintained to finance the next Assessment Update.
- Invested in capital and intangible assets represents assets that have been invested in long-lived capital and intangible assets which are not readily converted to cash, net of any liabilities related to the acquisition of those assets.

##### *Financial instruments*

The Corporation records cash, accounts receivable, accounts payable and accrued liabilities initially at fair value and subsequently at amortized cost. Financial assets are tested for impairment at the end of each reporting period when there are indications the assets may be impaired.

Investments are recorded at fair value. Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred.

## **Municipal Property Assessment Corporation**

### **Notes to the financial statements**

December 31, 2023

(In thousands of dollars)

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## **2. Summary of significant accounting policies (continued)**

### *Capital assets*

Capital assets are recorded at cost and are amortized using the straight-line method as follows:

Office equipment	5 years
Furniture and fixtures	5 to 10 years
Computer equipment	3 to 4 years
Small boats and vessels	3 to 8 years
Vehicles under capital lease	5 years

Leasehold improvements are also amortized on a straight-line basis over the term of the lease or ten years, whichever is less.

### *Impairment of long-lived assets*

The Corporation reviews the carrying amount, amortization and useful lives of its long-lived assets on an annual basis. If the long-lived asset no longer has any long-term service potential to the Corporation, the excess of the net carrying amount over any residual value is recognized as an expense in the statement of operations.

### *Intangible assets*

Intangible assets consist of computer software, which is recorded at cost and is amortized over three years.

The costs of developing in-house software are expensed as incurred.

### *Revenue recognition*

Municipal revenue relates to assessment services and is recognized in the year in which the services are provided, and collection is reasonably assured.

Other revenues are comprised of services sold and products delivered from business development. These revenues are recognized when the services have been provided and/or the product is delivered, and collection is reasonably assured.

Interest income is recognized when earned.

The Corporation follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

### *Employee future benefits*

The Corporation has defined benefit plans that provide for post-retirement medical and dental coverage and special termination benefits for defined eligible employees. Certain investments have been internally restricted but not segregated to pay for post-retirement benefits.

## 2. Summary of significant accounting policies (continued)

### *Employee future benefits (continued)*

The Corporation has the following policies:

- The Corporation accrues its obligations under defined benefit plans and the related costs when the benefits are earned through current service using the accounting valuation method.
- The cost of post-employment benefits earned by employees is actuarially determined using the projected benefit method pro-rated on service and management's best estimates of retirement ages of employees, expected health-care costs and dental costs. The accrued benefit obligation related to employee future benefits is discounted using market rates on high-quality debt instruments.
- Remeasurements and other items are composed of actuarial gains (losses) on the accrued benefit obligation and arise from differences between the actual and expected experience and from changes in the actuarial assumptions used to determine the accrued benefit obligation, past service costs and gains and losses arising from settlements and curtailments. Actuarial gains and losses arise when the accrued benefit obligations change during the year. The actuarial gains and losses and other remeasurements including plan amendments are recorded in the statement of changes in net assets when incurred.

In addition, all employees of the Corporation are part of a defined benefit multi-employer benefit plan providing both pension and other retirement benefits. Contributions made to this plan are expensed as paid as the plan is accounted for as a defined contribution plan.

### *Deferred lease inducements*

Lease liabilities include deferred lease inducements, which represent the free rent and improvement allowances received from landlords and are amortized over the term of the lease, and step-rent liability, which represents the difference between the average annual rent over the term of the lease agreement and actual rent paid in the year.

### *Use of estimates*

In preparing the Corporation's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates. Accounts requiring significant estimates include accounts payable and accrued liabilities, useful lives of capital assets and employee future benefits.

## 3. Investments

Investments are held within third party managed accounts, which invest independently. The breakdown of total investments by category is outlined below:

	<b>2023</b>	2022
	<b>\$</b>	<b>\$</b>
Cash to be reinvested	<b>149</b>	—
Fixed income	<b>92,665</b>	88,827
Equity	<b>45,639</b>	40,585
Real assets	<b>17,684</b>	20,037
	<b>156,137</b>	149,449

**Municipal Property Assessment Corporation****Notes to the financial statements**

December 31, 2023

(In thousands of dollars)

**3. Investments (continued)**

The Corporation internally restricts certain securities to fund employee future benefits.  
The breakdown of total investments by intended use is outlined below:

	2023	2022
	\$	\$
Working capital	87,267	85,861
Employee future benefits	68,870	63,588
	<u>156,137</u>	<u>149,449</u>

**4. Capital assets**

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
	\$	\$	\$	\$
Office equipment	398	398	—	—
Furniture and fixtures	8,642	7,526	1,116	1,135
Computer equipment	15,896	13,858	2,038	2,196
Small boats and vessels	387	362	25	14
Leasehold improvements	21,013	17,458	3,555	3,445
Vehicles under capital lease	4,112	3,136	976	1,583
Assets under construction	9	—	9	77
	<u>50,457</u>	<u>42,738</u>	<u>7,719</u>	<u>8,450</u>

**5. Intangible assets**

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
	\$	\$	\$	\$
Computer software	3,031	3,020	11	6

**6. Deferred revenue**

	2023	2022
	\$	\$
Business development unearned revenue and customer down payments	1,290	2,487
Other deferred amounts	193	182
	<u>1,483</u>	<u>2,669</u>

## Municipal Property Assessment Corporation

### Notes to the financial statements

December 31, 2023

(In thousands of dollars)

#### 7. Employee future benefits

The Corporation has accrued an obligation for its post-employment benefits as follows:

*Employees who transferred to the Corporation from the Government of Ontario on December 31, 1998*

- Employees who transferred to the Corporation with less than ten years of service with the province will receive post-retirement group benefit coverage through the Corporation for themselves and for their dependents' lifetimes. The cost of these benefits is shared equally between the Corporation and the employee for those employees who retire after January 1, 2018.

The Government of Ontario continues to provide post-retirement benefits for employees who transferred to the Corporation with ten or more years of service with the province.

*Employees hired by the Corporation after December 31, 1998*

- These employees will receive post-retirement group benefit coverage for themselves and for their dependents through the Corporation until age 65.

*All employees*

- The Corporation is a Schedule II employer under the Workplace Safety and Insurance Act (Ontario), 1997 and follows a policy of self-insurance for all its employees. The obligation as at December 31, 2023 is \$617 (\$473 in 2022) and is included in the total obligations below.

Information about the Corporation's accrued benefit obligations and accrued benefit liabilities is as follows:

	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>
Accrued benefit obligations, beginning of year	<b>35,340</b>	49,267
Current service costs	<b>1,049</b>	1,455
Interest on accrued obligations	<b>1,768</b>	1,564
Actuarial loss (gain)	<b>3,104</b>	(16,339)
Contributions	<b>(810)</b>	(607)
Accrued benefit obligations, end of year	<b>40,451</b>	35,340

The employee future benefits expense recorded in the statement of operations during the year is as follows:

	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>
Current service costs	<b>1,049</b>	1,455
Interest on accrued obligations	<b>1,768</b>	1,564
	<b>2,817</b>	3,019

Remeasurements and other items, consisting of curtailments, settlements, past service costs and actuarial loss of \$3,104 (gain of \$16,339 in 2022), have been recognized directly in net assets.

## Municipal Property Assessment Corporation

### Notes to the financial statements

December 31, 2023

(In thousands of dollars)

#### 7. Employee future benefits (continued)

*All employees (continued)*

The significant actuarial assumptions adopted in measuring the Corporation's accrued benefit obligations are as follows:

	2023	2022
	\$	\$
Discount rate	4.65%	5.05%
Health care inflation	5.2% grading down to 4% by 2040	5.2% grading down to 4% by 2040
Vision and dental care inflation	5.1% grading down to 4% by 2040	5.1% grading down to 4% by 2040

The date of the most recent actuarial valuation of the accrued benefit obligations was December 31, 2022.

The Corporation paid \$30,133 (\$28,694 in 2022) of employer and employee contributions to the defined benefit multi-employer benefit plan.

#### 8. Internally restricted net assets

	2023	2022
	\$	\$
Reserve for board-appropriated working fund	55,199	50,595
Reserve for employee future benefits	28,419	28,248
Reserve for enumeration	1,141	1,343
Reserve for assessment update	13,469	11,469
	<b>98,228</b>	<b>91,655</b>

Interfund transfers are approved by the board of directors. During the year, the board of directors approved the transfers between the unrestricted fund and the internally restricted net assets as follows: \$4,604 to (\$3,312 to in 2022) the board-appropriated working fund reserve to pay for future one-time expenditures; \$2,000 to (\$1,361 to in 2022) the assessment update reserve to set aside funds for the property assessment process, and \$202 from (\$857 from in 2022) the enumeration reserve.

The purpose and use of the employee future benefit reserve was approved by the board of directors at initial setup, and an annual approval for transfers is not required. A transfer of \$171 to (\$6,670 to in 2022) the employee future benefit reserve was made during the year.

Refer to note 2 for a description of the reserves.

**Municipal Property Assessment Corporation****Notes to the financial statements**

December 31, 2023

(In thousands of dollars)

**9. Commitments**

The Corporation has commitments under various operating leases for properties. Minimum lease payments due in each of the next five years and thereafter are as follows:

	\$
2024	3,933
2025	2,997
2026	1,918
2027	611
2028	227
Thereafter	81
	<u>9,767</u>

The Corporation is also committed to paying operating costs and property taxes on its various property leases.

**10. Capital leases**

The Corporation entered into several vehicle leases with an interest rate of between 2.51% and 4.34%, with lease terms up to 60 months. On termination of the lease, the Corporation has guaranteed a certain residual value of the vehicle to the lessor, depending on the ultimate lease term.

As at December 31, 2023 the current portion of the capital leases is \$322 (\$641 in 2022) and the long-term portion is \$706 (\$1,030 in 2022).

Future minimum annual lease payments required under capital lease arrangements are as follows:

	\$
2024	358
2025	308
2026	301
2027	135
2028	—
Total lease payments	<u>1,102</u>
Less: amount representing interest	<u>(74)</u>
	1,028
Less: current portion	<u>322</u>
	<u>706</u>

**11. Contingent liabilities and guarantees**

The Corporation has been named as a defendant in certain legal actions in which damages have either been sought or, through subsequent pleadings, could be sought. The outcome of these actions is not determinable or is considered insignificant as at December 31, 2023 and, accordingly, no provision has been made in these financial statements for any liability that may result. Any losses arising from these actions will be recorded in the year the related litigation is settled.

## **Municipal Property Assessment Corporation**

### **Notes to the financial statements**

December 31, 2023

(In thousands of dollars)

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#### **11. Contingent liabilities and guarantees (continued)**

In the normal course of business, the Corporation enters into agreements that meet the definition of a guarantee, as outlined in the Chartered Professional Accountants of Canada Handbook. The Corporation's primary guarantee subject to disclosure requirements is as follows:

- The Corporation enters into agreements that include indemnities in favor of third parties, such as purchase agreements, confidentiality agreements, leasing contracts, information technology agreements and service agreements. These indemnification agreements may require the Corporation to compensate counterparties for losses incurred by the counterparties as a result of breaches of contractual obligations, including representations and regulations, or as a result of litigation claims or statutory sanctions that may be suffered by the counterparty as a consequence of the transaction. The terms of these indemnities are not explicitly defined, and the maximum amount of any potential reimbursement cannot be reasonably estimated.

The nature of the above indemnifications prevents the Corporation from making a reasonable estimate of the maximum exposure due to the difficulties in assessing the amount of liability, which stems from the unpredictability of future events and the unlimited coverage offered to counterparties. Historically, the Corporation has not made any significant payments under such or similar indemnification agreements and, therefore, no amount has been accrued in the statement of financial position with respect to these agreements.

#### **12. Risk management**

##### *Market risk*

The Corporation's investments are susceptible to market risk, which is defined as the risk the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The Corporation's market risk is affected by changes in the level or volatility of market rates or prices, such as interest rates, foreign currency exchange rates and equity prices. The Corporation is subject to cash flow interest rate risk due to fluctuations in the prevailing levels of market interest rate sensitive investments. The risk is mitigated through the Corporation's investment policy, which requires investments to be held in high grade, low risk investments.

##### *Credit risk*

Credit risk arises from the potential a counterparty will fail to perform its obligations. The Corporation is exposed to credit risk from banks and debtors. The risk is mitigated in that the Corporation conducts business with reputable financial institutions and its debtors are mainly entities within a level of the provincial government.

##### *Liquidity risk*

Liquidity risk is the risk the Corporation will not be able to meet its financial obligations as they come due. The Corporation manages liquidity through regular monitoring of forecasted and actual cash flows.

#### **13. Credit facility**

The Corporation has an unsecured credit facility of \$10,000 to be used for its operations, which is renewable annually.

**Municipal Property Assessment Corporation**

**Notes to the financial statements**

December 31, 2023

(In thousands of dollars)

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**14. Government remittances**

Government remittances consist of workplace safety insurance costs, sales taxes and payroll withholding taxes required to be paid to government authorities when the amounts come due. In respect of government remittances, \$2,001 (\$3,381 in 2022) is included in accounts payable and accrued liabilities.



**Free**

# AccessAbility Open House

Hosted by the St. Thomas Municipal Accessibility Advisory Committee  
In partnership with the Elgin County-Central Elgin  
Joint Accessibility Advisory Committee

## Everyone Welcome!

**Date:** Saturday June 1, 2024

**Time:** 11:00 a.m. to 4:00 p.m.

**Location:** Joe Thornton Community Centre  
75 CASO Crossing, St. Thomas, ON

**Door Prizes   Exhibits   Vendors**

**Vendor Showcases**